



Borough of Spring Grove

Mayor Beverly R. Hilt

Borough Meeting Agenda Packet Borough Office – 1 Campus Avenue December 19, 2022, at 7:00 P.M.

Borough Council

Rebecca J. Stauffer, *President*

Peter A. Lombardi, *Vice-President*

Robert W. Whyland, *President Pro-Tempore*

Kristina N. Morton

Phillip M. Klocek

Kevin E. March

Darrell Ledford

Borough Manager

Zachary R. Gulden, MPA

1. Call to Order

2. Pledge of Allegiance

3. Roll Call

4. Public Comments / Visitors

5. Meeting Items

A. Approval of Minutes:

- 1) [November 21, 2022](#) – Budget Workshop & Regular Meeting

B. Treasurer's Report: [November 2022](#) & [Budget vs. Actual](#)

C. Administrative Business

- 1) [President](#)

- 2) [Mayor](#)

- a) [Friendship Hose Company Report](#)

- b) [York County Regional Police Department Report](#)

- c) [Spring Grove Ambulance Report](#)

- 3) [Solicitor](#)

- 4) [Engineer's Report](#)

- 5) [Zoning](#), [Code](#), & [Parking](#) Enforcement Reports

- 6) [Recreation](#)

- 7) [Committee Reports](#)

D. New Business

- 1) [Consider hiring Nicolle Ruth as the Executive Assistant with a start date effective January 3, 2022, a rate of \\$20.00 per hour, and an insurance stipend of \\$12,000 per year if opting out of health/vision/dental benefits.](#)

- 2) [2023 Smoke in the Grove discussion and action – visitor Andrew Shaffer.](#)

- 3) [Consider approval of Resolution 12-2022, which maintains real estate tax rates for 2023.](#)
 - 4) [Consider approval of Resolution 13-2022, which sets the wage and salary schedule for 2023.](#)
 - 5) [Consider approval of Resolution 14-2022, which establishes the miscellaneous fee schedule for 2023.](#)
 - 6) [Consider approval of Resolution 15-2022, which establishes the sewer rates for 2023.](#)
 - 7) [Consider approval of Resolution 16-2022, which establishes the stormwater management assessment rate for 2023.](#)
 - 8) [Consider approval of the 2023 budget.](#)
 - 9) [Consider approval of Resolution 17-2022 authorizing the submission of a H2O Grant from the Commonwealth Financing Authority in the amount of \\$468,515.00 for the North Loop Interceptor Upgrade Project.](#)
 - 10) [Consider approval of the holiday calendar for 2023.](#)
 - 11) [Consider authorizing advertisement of the 2023 meeting notice.](#)
 - 12) [Consider appointing Michael Treadway to the Planning Commission with a term of December 19, 2022 – December 19, 2026.](#)
- E. [Old Business](#)
- F. [Correspondence and Other Business](#)

6. Adjournment - The next Council Meeting is scheduled on **January 19, 2022, at 7:00 P.M.**

A. Approval of Minutes

MINUTES OF SPRING GROVE BOROUGH COUNCIL MEETING November 21, 2022

The Spring Grove Borough Council met for Regular Session on November 21, 2022. There was an Executive Session held at 6:00pm and a Budget Session which started at 6:11pm. President Rebecca Stauffer called the Budget Session to order at 6:11pm and the Regular Session meeting to order at 7:00 pm.

BOROUGH COUNCIL PRESENT

Robert Whyland
Peter Lombardi
Phillip Klocek
Kevin March
Darrell Ledford
Rebecca J. Stauffer
Kristina Morton

ALSO PRESENT:

Beverly Hilt, Mayor
Zach Gulden, Borough Manager
Scott Miller, Director of Community
Development
Becky Magnani, Adm. Asst/Recording
Secretary
Peter Ruth, Solicitor

Budget Session

Manager Gulden presented the budget to council and recommended not raising taxes this year. All council members agreed.

A motion was made by Peter Lombardi to accept Administrative Assistant Becky Magnani's resignation effective December 9th. Kevin March seconded the motion which passed unanimously.

The budget session adjourned at 6:40pm with a motion made by Peter Lombardi and seconded by Robert Whyland. The motion passed unanimously.

The regular meeting started at 7:00pm.

Invocation and Pledge to the Flag

Visitors

Tobin Zech, YCRPD
Mrs. Hecker, York New Salem
Tammy Miller, Windy Hill
Garrett Strouse, Friendship Hose Fire Co.
Matthew Coyne, Friendship Hose Fire Co.

Public Comment

Tammy Miller spoke about the dynamic programming at Windy Hill, along with membership statistics. Windy Hill provides home meal delivery to 110 seniors in Spring Grove and Hanover which totals over 16,000 meals over the course of a year. They recently had a program for Veteran's Day and provided 240 meals for Thanksgiving.

Meeting Minutes

Robert Whyland made a motion to approve the October 17, 2022 and October 24, 2022 minutes with Peter Lombardi providing a second; the motion carried unanimously.

Treasurer's Report

For September 2022, there were expenses totaling \$428,772.14

For October 2022, there were expenses totaling \$132,247.01

Peter Lombardi made a motion to approve both months expenses with Kristina Morton providing a second; the motion passed unanimously.

Administrative Reports

President

Rebecca Stauffer did not have any comments.

Mayor

Mayor Hilt reported that Spring Grove Ambulance responded to 83 calls in October.

York County Regional Police Department

Tobin Zech reviewed the reports and there were 53 calls in the Borough in October. YCRPD has acquired the horse for the new mounted unit and there is an upcoming fundraiser where people can meet Officer Bishop on December 18th.

Friendship Hose Company

Garrett Strouse reported that of the 13 calls received in October, Friendship Hose Company responded to 3 calls in Spring Grove Borough. Bingo is on Thursday afternoon starting at 3:30pm. The new engine is in service and training was held on November 6th.

Engineering Report

Manager Zach Gulden provided updates on the following projects from ARRO Engineering:

MS4

- Annual MS4 Report Submitted to PA DEP in September 2022.
- ARRO has a meeting scheduled with SM to review 2022-2023 MS4 requirements and outline action items. Will schedule a January meeting to assess program progress and review completed action items.

- MCM 3 – Illicit Discharge Detection and Elimination
 - No illicit discharges reported from the public.

Development Plan Reviews

- 530 Monocacy Trail:
 - At this time only administrative comments remain (i.e. record O&M agreement, pay stormwater facilities fee, pay stormwater maintenance fund).

North Loop Interceptor

- ARRO has received the executed contract agreement from the Borough and Notice to Proceed has been provided to the contractor. Contract start date is set for October 5th, 2022.
- ARRO is providing Construction Management for this project, including a pre-construction meeting held on November 1st, 2022. Meeting included review contract requirements, along with York County Conservation District requirements. Contractor has not provided a mobilization date for construction activities at this time.

GIS

- ARRO continues to provide as-needed GIS support to Borough office staff and public works/maintenance staff.
- There are 248 Registered Users (to date) for the Public Notification System. The Borough's current balance for SMS notifications is \$96.49.
- ARRO backed up the Borough's rental property and code enforcement databases (month; reoccurring).

Community Park - Phase 3

- Commonwealth is currently reviewing the latest Romtec plan revisions. Once Building Permit has been issued, an updated schedule with the contractor to re-mobilize/continue work will be determined.
- Shiloh Paving & Excavating has completed the removal of landfill waste soil stockpiles from the project site and has hauled materials to an approved dump site.
- ARRO has facilitated discussions with PA DEP Waste Management to obtain any required actions needed to continue construction activities for project. PA DEP requests that excavations where soil cap to landfill has been removed, that it's 2-ft. soil cap be reinstated during restorations.
- ARRO has made modifications to the stormwater management facilities to help limit exposure to landfill waste and additional work to haul off-site.

- There was a meeting with the contractor and engineering firm and the contractor recommends pushing construction back to March 1st. There will be additional costs to continue construction now or a mobilization fee to start on March 1st. Scott Miller will inform the baseball teams that use the fields that they will not be available in the spring.
- Robert Whyland discussed the erosion along the shopping center; Becky Stauffer recommended collaborating with Jackson Township.

Code Enforcement

- ARRO has finished the process to upgrade the Spring Grove system to a Cloud based system to increase the ease of updates to the system and allow access from any computer.

Solicitor

Attorney Ruth requested a roster from Friendship Hose Company.

Zoning & Code Enforcement

A list of Zoning permits and Code Enforcement report was included with the packet.

There are issues with 76 S Water Street refusing to fumigate the property.

Recreation

The meeting minutes for the September 27 and October 25 meetings were included with the meeting packet. Recent events include the Pumpkin Trail and the Pumpkin Slime Run, and the Nutcracker Tea Party. The Spring Grove Tree Lighting will be held on December 1st and a Winter Wonderland event will be at Little Creek Park on December 3rd. On November 2nd, there was a kickoff campaign to begin raising funds for the Roth's Church Road project.

Committee Reports

None at this time.

New Business

A. Zach Gulden's 90-day review will be on January 26, 2023.

B. Scott will drop off a proclamation to the new manager at Kennie's Markets for outstanding community support. Kristina Morton made a motion to approve the proclamation with Darrell Ledford providing a second. Peter Lombardi opposed the motion, but the motion carried.

C. Review of parking ordinance: Kevin March, council member, has volunteered to write parking tickets. If parking tickets are unpaid, they go to the magistrate's office and the parking enforcement officer will need to attend the hearing. Solicitor Ruth will look at the parking ordinance and this will be discussed at the next council meeting.

D. There was discussion regarding Smoke in the Grove for 2023 – which will stay in the budget for 2023 and council will request another meeting with the organizer, Andy Shaffer.

E. Advertise Budget: Kristina Morton made a motion to advertise the budget for public inspection and Kevin March seconded the motion which carried unanimously.

F. Council to consider approval of a holiday bonus for Borough Staff. Peter Lombardi made a motion to approve a holiday bonus of \$300 for four full time employees and \$100 for two part time employees. Robert Whyland seconded the motion which passed unanimously.

G. Council to consider approval of Resolution 11-2022. Peter Lombardi made a motion to authorize the temporary creation of a Planning Commission Committee until the Planning Commission vacancies are filled. Robert Whyland seconded the motion which carried unanimously. Peter Lombardi, Robert Whyland, and Darrell Ledford will volunteer for the Planning Commission Committee.

H. Add to the agenda: Phillip Klocek made a motion to add advertising the Executive Assistant job to the agenda. Peter Lombardi seconded the motion which carried unanimously.

I. A motion was made to advertise for the Executive Assistant position at an hourly rate range of \$20 to \$24 per hour by Kristina Morton. Robert Whyland seconded the motion which carried unanimously.

Old Business

A. Dedication of Parcel by V. Rimel: Robert Whyland made a motion send a letter of “Thanks, but no thanks” to Mr. Rimel. Kristina Morton seconded the motion which carried unanimously.

B. Contract with Karla Schweitzer Farrell & Associates for professional services for Main Street’s Pocket Park in the amount of \$2,625: Peter Lombardi made a motion to approve the contract with Karla Schweitzer Farrell & Associates with Phillip Klocek providing a second; the motion carried unanimously.

C. Eagle Scout Response: Administrative Assistant Magnani informed council that she had responded to the inquiry via email based on the outcome of the last council meeting (advising Mr. Ritenour to reach out to Spring Grove Recreation & Parks).

Correspondence and other business

- A. There is a light out at 84 S. Water Street. Manager Gulden will inform the public works staff.

Peter Lombardi made a motion to adjourn the meeting at 8:33pm. Kevin March seconded the motion which passed unanimously. The meeting adjourned at 8:33pm.

The next meeting is scheduled for December 19, 2022 at 7:00 pm at the Borough building.

Respectfully Submitted, Becky Magnani, Recording Secretary.

B. Treasurer's Report

November expenses totaling \$980,721.31

1:39 PM

Borough of Spring Grove

12/13/22

Profit & Loss by Class

Accrual Basis

November 2022

	Capital Reserve	General	Highway Aid	Refuse	Sewer	Stormwater Retention	Unclassified	TOTAL
Income								
310.210 - EIT - Current Year	0.00	53,110.45	0.00	0.00	0.00	0.00	0.00	53,110.45
310.220 - EIT - Prior Year	0.00	-516.26	0.00	0.00	0.00	0.00	0.00	-516.26
310.510 - Local Services Tax	0.00	10,841.83	0.00	0.00	0.00	0.00	0.00	10,841.83
331.120 - Parking Violations	0.00	250.00	0.00	0.00	0.00	0.00	0.00	250.00
341.000 - Interest Earnings	0.00	1,849.34	336.00	0.00	0.00	0.00	0.00	2,185.34
364.121 - Light Commercial Charges	0.00	0.00	0.00	0.00	16,404.26	0.00	0.00	16,404.26
364.123 - Residential Charges	0.00	0.00	0.00	0.00	212,058.44	0.00	0.00	212,058.44
364.125 - Industrial Charges	0.00	0.00	0.00	0.00	31,570.00	0.00	0.00	31,570.00
364.128 - Heavy Commercial Charges	0.00	0.00	0.00	0.00	30,849.44	0.00	0.00	30,849.44
364.130 - Jackson TWP - Sewer Charges	0.00	0.00	0.00	0.00	3,017.90	0.00	0.00	3,017.90
364.300 - Solid Waste - Collection Fee	0.00	0.00	0.00	53,590.08	0.00	0.00	0.00	53,590.08
367.806 - Events - Tree Lighting	0.00	4,280.00	0.00	0.00	0.00	0.00	0.00	4,280.00
380.000 - Miscellaneous Revenue	0.00	285.31	0.00	0.00	0.00	0.00	0.00	285.31
383.160 - Stormwater Assessment	0.00	0.00	0.00	0.00	0.00	20,164.00	0.00	20,164.00
Total Income	0.00	70,100.67	336.00	53,590.08	294,530.04	20,164.00	0.00	438,720.79
Expense								
402.311 - Accounting & Auditing	0.00	775.00	0.00	275.00	775.00	75.00	0.00	1,900.00
402.350 - Insurance & Bond	0.00	938.00	0.00	0.00	0.00	0.00	0.00	938.00
402.420 - Dues & Subscriptions	0.00	-809.00	0.00	0.00	0.00	0.00	0.00	-809.00
403.100 - YATB - LST & EIT Compensation	0.00	988.01	0.00	0.00	0.00	0.00	0.00	988.01
403.110 - Tax Collector - Compensation	0.00	6.75	0.00	0.00	0.00	0.00	0.00	6.75
404.130 - Legal Fees	0.00	7,095.75	0.00	0.00	270.00	360.00	0.00	7,725.75
405.120 - Salary - Manager	0.00	3,669.49	0.00	381.96	2,304.37	381.96	0.00	6,737.78
405.140 - Salary - Admin Assistant	0.00	4,098.22	0.00	200.52	1,269.96	0.00	0.00	5,568.70
405.142 - Staff bonuses	0.00	1,700.00	0.00	0.00	0.00	0.00	0.00	1,700.00
405.210 - Office Supplies	0.00	522.81	0.00	0.00	0.00	0.00	0.00	522.81
405.220 - Office Operating Supplies	0.00	789.68	0.00	0.00	0.00	0.00	0.00	789.68
405.260 - Office Small Tool & Minor Equip	0.00	15.58	0.00	0.00	0.00	0.00	0.00	15.58
405.325 - Postage	0.00	226.49	0.00	200.00	200.00	200.00	0.00	826.49
405.341 - Advertisement	0.00	1,116.18	0.00	0.00	0.00	0.00	0.00	1,116.18
405.342 - Printing	0.00	929.62	0.00	0.00	312.64	0.00	0.00	1,242.26
405.350 - Other Services & Charges	0.00	49.80	0.00	0.00	0.00	0.00	0.00	49.80
405.450 - Contracted Services	0.00	1,278.95	0.00	301.88	1,005.00	0.00	0.00	2,585.73
405.740 - Major Purchases	0.00	1,076.90	0.00	0.00	0.00	0.00	0.00	1,076.90
408.130 - Engineering Fees	0.00	24,175.75	0.00	0.00	6,683.91	5,605.00	0.00	36,464.66
409.140 - Wages - General Govt Labor	0.00	8,238.94	0.00	0.00	0.00	328.84	0.00	8,567.78
409.220 - General Operating Supplies	0.00	38.84	0.00	0.00	0.00	0.00	0.00	38.84
409.250 - Maint & Repairs - Supplies	0.00	414.30	0.00	0.00	0.00	0.00	0.00	414.30
409.320 - Telephone	0.00	627.72	0.00	0.00	585.51	0.00	0.00	1,213.23
409.325 - Internet & Website	0.00	2,105.70	0.00	0.00	139.99	0.00	0.00	2,245.69
409.361 - Electricity	0.00	576.31	0.00	0.00	6,591.13	0.00	0.00	7,167.44
409.365 - Water Services	0.00	199.15	0.00	0.00	0.00	0.00	0.00	199.15
409.370 - Maintenance Service	0.00	877.75	0.00	0.00	0.00	0.00	0.00	877.75
409.374 - Maint & Repairs - Buildings	0.00	309.82	0.00	0.00	0.00	0.00	0.00	309.82
409.450 - Alarm Monitoring	0.00	345.00	0.00	0.00	0.00	0.00	0.00	345.00
410.550 - Animal Control	0.00	184.65	0.00	0.00	0.00	0.00	0.00	184.65
411.363 - Fire Hydrant Service	0.00	3,363.00	0.00	0.00	0.00	0.00	0.00	3,363.00
413.450 - Contracted Service-Code Service	0.00	2,525.00	0.00	0.00	0.00	0.00	0.00	2,525.00
427.450 - Trash & Recycling Contract	0.00	0.00	0.00	44,982.80	0.00	0.00	0.00	44,982.80
429.101 - JCJSA Shared Operator	0.00	0.00	0.00	0.00	11,803.41	0.00	0.00	11,803.41
429.140 - Labor	0.00	0.00	0.00	0.00	4,500.35	0.00	0.00	4,500.35
429.200 - Materials & Supplies	0.00	0.00	0.00	0.00	101.73	0.00	0.00	101.73
429.225 - Chlorine & Chemical Supplies	0.00	0.00	0.00	0.00	13,262.80	0.00	0.00	13,262.80
429.226 - Lab supplies for wwtp	0.00	0.00	0.00	0.00	230.13	0.00	0.00	230.13
429.260 - Purchase of Small Equipment	0.00	0.00	0.00	0.00	420.00	0.00	0.00	420.00
429.366 - Water Rent	0.00	0.00	0.00	0.00	143.82	0.00	0.00	143.82
429.367 - Lab Services	0.00	0.00	0.00	0.00	3,417.00	0.00	0.00	3,417.00
429.374 - Repair & Maint - Equip/Bldg	0.00	0.00	0.00	0.00	6,584.38	0.00	0.00	6,584.38
429.451 - Sludge Disposal	0.00	0.00	0.00	0.00	13,023.51	0.00	0.00	13,023.51
430.130 - Wages - Laborers	0.00	399.60	0.00	0.00	0.00	0.00	0.00	399.60
430.232 - Fuel - Diesel	0.00	228.01	0.00	0.00	0.00	0.00	0.00	228.01
430.250 - Vehicle Repair & Maintenance	0.00	1,974.94	0.00	0.00	0.00	0.00	0.00	1,974.94
430.260 - Small Tools - Minor Equipment	0.00	199.56	0.00	0.00	0.00	0.00	0.00	199.56
430.440 - Uniforms - Purchase	0.00	256.00	0.00	0.00	0.00	0.00	0.00	256.00
430.450 - GPS Contracted Services	0.00	80.95	0.00	0.00	0.00	0.00	0.00	80.95
433.300 - PA One Call Services	0.00	42.90	0.00	0.00	0.00	0.00	0.00	42.90
434.361 - Electric - Street Lights	0.00	0.00	9,965.17	0.00	0.00	0.00	0.00	9,965.17
434.372 - Street Light Repair	0.00	150.00	0.00	0.00	0.00	0.00	0.00	150.00
439.450 - Streets - Contracted Services	0.00	347,263.13	0.00	0.00	0.00	0.00	0.00	347,263.13
446.425 - Permits and Fees	0.00	0.00	0.00	0.00	0.00	500.00	0.00	500.00
452.200 - Special Events - BBQ								
KCBS Sanctioning	0.00	800.00	0.00	0.00	0.00	0.00	0.00	800.00
Total 452.200 - Special Events - BBQ	0.00	800.00	0.00	0.00	0.00	0.00	0.00	800.00
454.100 - Park Developmt-SG Boro Park	0.00	496.00	0.00	0.00	0.00	0.00	0.00	496.00
455.720 - Trees & Supplies	0.00	1,200.00	0.00	0.00	0.00	0.00	0.00	1,200.00
462.120 - Community Development Director	0.00	3,268.80	0.00	0.00	0.00	1,089.60	0.00	4,358.40
471.201 - 2021 Bond Issue - Principal	5,319.94	70,685.10	0.00	0.00	238,994.96	0.00	0.00	315,000.00
472.201 - 2021 Bond Issue - Interest	196.52	3,980.58	0.00	0.00	58,985.00	0.00	0.00	64,162.50
480.000 - Miscellaneous Expenditures	0.00	467.18	0.00	0.00	0.00	0.00	0.00	467.18
487.156 - Hospital & Major Med Insurance	0.00	17,878.92	0.00	0.00	16,815.75	0.00	0.00	34,294.67
487.161 - Social Security Match	0.00	1,262.31	0.00	35.64	724.54	110.05	0.00	2,132.54
487.162 - Unemployment Comp Insurance	0.00	308.63	0.00	0.00	120.23	0.00	0.00	428.86
487.163 - Medicare Match	0.00	295.20	0.00	8.34	169.46	25.74	0.00	468.74
487.164 - Education & Training	0.00	0.00	0.00	0.00	224.00	0.00	0.00	224.00
6560 - PAYROLL EXPENSES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Expense	5,516.86	519,698.47	9,965.17	46,386.14	390,478.48	8,676.19	0.00	980,721.31
Net Income	-5,516.86	-449,597.80	-9,629.17	7,203.94	-95,948.44	11,487.81	0.00	-542,000.52

Budget vs. Actual

Borough of Spring Grove
Budget vs. Actual - General Fund
 January through December 2022

	Jan - Dec 22	Budget
Income		
301.100 · R/E Tax - Current Year	719,434.18	710,000.00
301.200 · R/E Tax - Prior Year	9,864.13	12,000.00
301.400 · R/E Tax - Delinquent	1,854.77	5,000.00
310.100 · Real Estate Transfer Tax	100,083.95	20,000.00
310.210 · EIT - Current Year	207,970.81	170,000.00
310.220 · EIT - Prior Year	99,296.43	80,000.00
310.230 · EIT - Delinquent & Prior	2,457.79	1,200.00
310.510 · Local Services Tax	64,071.80	58,000.00
321.800 · Cable TV Franchise	19,837.68	8,000.00
331.100 · District Magistrate	5,910.15	6,100.00
331.110 · Fines - Clerk of Courts	1,430.66	3,200.00
331.111 · Vehicle Code - State Police	937.80	500.00
331.120 · Parking Violations	2,175.00	3,000.00
331.121 · Quality of Life Violations	100.00	750.00
341.000 · Interest Earnings	8,374.31	300.00
342.100 · Rent of Land - Reliance	19,080.09	12,054.00
352.530 · American Rescue Plan Funding	114,705.55	43,985.00
354.090 · Keystone Communities	0.00	10,000.00
354.093 · DCNR Grant	62,000.00	77,500.00
354.097 · York County Community Foundatio	0.00	5,000.00
354.099 · Marcellus Shale Grant	25,000.00	
354.100 · CFA Grant	0.00	250,000.00
355.010 · Public Utility Refund	1,088.35	975.00
355.080 · Alcoholic Beverage Tax	600.00	600.00
355.130 · Foreign Fire Insurance Premium	13,326.60	10,300.00
355.140 · Pension Allocation - Nonuniform	31,082.71	20,000.00
357.030 · County Grant	0.00	25,000.00
358.413 · Codes Enforcement Officer	0.00	2,000.00
361.340 · Zoning Hearing Fees	0.00	1,500.00
362.402 · Rental Property Annual Fee	21,750.00	22,000.00
362.405 · Rental Property Inspections	0.00	100.00
362.410 · Building & Zoning Permit Fees	26,225.00	4,500.00
362.430 · L & I Permit Fees (\$4.50)	256.75	0.00
362.450 · Use & Occupancy Fees	1,760.00	500.00
362.480 · Street Cut - Permit/ Inspection	1,050.00	500.00
363.100 · Street, Sidewalk, Curb Repairs	734.25	250.00
363.300 · Street Light Locate Charges	500.00	75.00

Borough of Spring Grove
Budget vs. Actual - General Fund
 January through December 2022

	Jan - Dec 22	Budget
363.500 • Intermunicipal Service Charges	23,118.50	20,000.00
363.510 • JCJSA Intermunicipal Fees	3,723.00	5,200.00
364.904 • Grease/Oil Interceptor Insp Fee	50.00	0.00
▶ 367.805 • Events - BBQ	135,714.46	85,000.00
367.806 • Events - Tree Lighting	9,887.63	5,000.00
380.000 • Miscellaneous Revenue	1,177.67	2,000.00
380.300 • Christmas Tree Contributions	0.00	1,500.00
394.100 • REFUNDS OF PRIOR YEAR EXPENSE	19,561.68	0.00
Total Income	1,756,191.70	1,683,589.00
▼ Expense		
400.110 • Salaries & Wages - Council	3,590.00	4,200.00
401.110 • Salaries & Wages - Mayor	600.00	720.00
402.311 • Accounting & Auditing	6,325.00	7,150.00
402.312 • Consultation Fees	2,000.00	0.00
402.350 • Insurance & Bond	1,103.00	500.00
402.420 • Dues & Subscriptions	1,910.00	1,500.00
402.460 • Meeting & Conferences	1,498.00	1,000.00
403.100 • YATB - LST & EIT Compensation	6,755.49	6,184.00
403.110 • Tax Collector - Compensation	1,905.75	2,100.00
403.210 • Tax Collector - Supplies	686.08	750.00
403.353 • Tax Collector - Bond	387.00	350.00
403.420 • Tax Collector - Dues/Membership	0.00	200.00
404.130 • Legal Fees	17,082.75	8,000.00
404.300 • Codification	1,195.00	3,000.00
405.120 • Salary - Manager	49,622.38	47,970.00
405.140 • Salary - Admin Assistant	31,522.95	32,445.00
405.141 • Salary - Office Assistant	0.00	2,000.00
405.142 • Staff bonuses	1,700.00	1,700.00
405.210 • Office Supplies	1,592.62	1,500.00
405.220 • Office Operating Supplies	1,887.53	1,000.00
405.260 • Office Small Tool & Minor Equip	187.93	1,500.00
405.325 • Postage	917.28	2,000.00
405.341 • Advertisement	2,714.18	1,500.00
405.342 • Printing	2,614.84	500.00
405.350 • Other Services & Charges	168.49	1,000.00
405.374 • Maint & Repairs - Equipment	0.00	500.00
405.450 • Contracted Services	9,890.41	7,000.00
405.740 • Major Purchases	13,445.60	0.00

Borough of Spring Grove
Budget vs. Actual - General Fund
 January through December 2022

	Jan - Dec 22	Budget
408.130 • Engineering Fees	60,602.09	84,000.00
409.140 • Wages - General Govt Labor	81,635.71	74,364.00
409.220 • General Operating Supplies	701.30	500.00
409.230 • Heating Fuel Oil	1,539.00	2,000.00
409.250 • Maint & Repairs - Supplies	1,710.56	1,500.00
409.320 • Telephone	3,237.28	3,500.00
409.325 • Internet & Website	5,188.77	4,000.00
409.361 • Electricity	4,165.84	10,000.00
409.362 • Natural Gas Service	2,271.58	2,000.00
409.366 • Water Services	1,148.75	1,500.00
409.370 • Maintenance Service	6,955.50	9,300.00
409.374 • Maint & Repairs - Buildings	737.70	7,500.00
409.450 • Alarm Monitoring	385.00	1,000.00
410.210 • Parking Enforcement Supplies	20.99	0.00
410.450 • Police Contract Service	388,000.00	388,000.00
410.540 • York County Quick Response Team	300.00	300.00
410.550 • Animal Control	758.95	
411.363 • Fire Hydrant Service	18,609.80	20,304.00
411.500 • Fireman's Relief	13,326.60	11,900.00
411.540 • Appropriation - Fire Company	20,000.00	20,000.00
412.540 • Appropriation - Ambulance	18,750.00	25,000.00
413.450 • Contracted Service-Code Service	30,877.50	25,000.00
414.314 • Zoning - Legal Services	0.00	2,000.00
414.341 • Zoning - Advertisement	0.00	1,300.00
429.101 • JCJSA Shared Operator	244.01	0.00
430.130 • Wages - Laborers	1,764.91	9,180.00
430.231 • Vehicle Fuel	1,323.84	3,800.00
430.232 • Fuel - Diesel	1,042.95	2,300.00
430.245 • Material & Supplies - Highway	381.40	500.00
430.246 • Other Services Supply	0.00	5,000.00
430.250 • Vehicle Repair & Maintenance	7,135.91	8,000.00
430.260 • Small Tools - Minor Equipment	312.99	1,000.00
430.440 • Uniforms - Purchase	821.98	600.00
430.450 • GPS Contracted Services	890.45	1,000.00
432.200 • Snow - Materials & Supplies	6,063.35	7,500.00
433.200 • Signs - Material & Supply	6,152.74	2,000.00
433.300 • PA One Call Services	265.42	150.00
434.372 • Street Light Repair	980.00	0.00

435.372 · Sidewalk & Curb Repairs	540.00	0.00
439.250 · Streets - Repair & Maint Supply	102.00	0.00
439.450 · Streets - Contracted Services	351,469.37	312,000.00
▶ 452.200 · Special Events - BBQ	103,929.87	80,000.00
452.201 · Special Events - Tree Lighting	1,699.65	5,000.00
454.100 · Park Developmt-SG Boro Park	224,714.88	584,841.00
455.720 · Trees & Supplies	2,450.00	500.00
456.500 · Appropriation - Library	6,000.00	6,000.00
459.481 · Appropriation - SGRPRC	16,011.00	16,011.00
459.540 · Appropriation - York SPCA	1,116.52	1,117.00
459.542 · Windy Hill on the Campus	3,000.00	3,000.00
462.120 · Community Development Director	42,929.21	42,488.00
462.510 · Main Street Facade Program	0.00	10,000.00
471.201 · 2021 Bond Issue - Principal	70,685.10	70,685.00
472.201 · 2021 Bond Issue - Interest	7,960.56	7,961.00
480.000 · Miscellaneous Expenditures	6,588.09	5,000.00
486.351 · Property Insurance	3,362.07	18,323.00
486.353 · Error & Omission Insurance	4,478.00	4,143.00
486.354 · Workers Comp Insurance	9,006.25	11,000.00
487.156 · Hospital & Major Med Insurance	38,329.26	97,500.00
487.160 · Employee Pension	39,614.00	28,836.00
487.161 · Social Security Match	13,036.20	12,686.00
487.162 · Unemployment Comp Insurance	1,553.93	5,831.00
487.163 · Medicare Match	3,048.63	2,967.00
487.164 · Education & Training	491.78	2,000.00
492.300 · Fund Transfer - Capital Reserve	12,500.00	12,500.00
Total Expense	1,814,221.52	2,212,656.00
Net Income	-58,029.82	-529,067.00

Borough of Spring Grove
Budget vs. Actual - Sewer Fund
 January through December 2022

	Jan - Dec 22	Budget
Income		
350.100 • JCJSA Operator	75,205.32	77,500.00
354.096 • PA DCED	0.00	411,669.00
364.121 • Light Commercial Charges	114,749.68	95,000.00
364.123 • Residential Charges	690,732.79	780,000.00
364.125 • Industrial Charges	131,190.89	126,280.00
364.128 • Heavy Commercial Charges	252,742.46	225,000.00
364.130 • Jackson TWP - Sewer Charges	10,388.90	9,500.00
364.900 • Connection Fee	680.00	100.00
364.902 • Tapping Fees	155,360.00	16,500.00
364.907 • Sludge Treatment	11,596.50	4,000.00
380.000 • Miscellaneous Revenue	0.00	100.00
Total Income	1,442,646.54	1,745,649.00
Expense		
402.311 • Accounting & Auditing	6,325.00	6,900.00
402.420 • Dues & Subscriptions	440.00	450.00
402.460 • Meeting & Conferences	0.00	2,200.00
404.130 • Legal Fees	1,907.50	3,000.00
405.120 • Salary - Manager	19,380.24	18,450.00
405.140 • Salary - Admin Assistant	9,955.26	11,588.00
405.210 • Office Supplies	21.07	300.00
405.220 • Office Operating Supplies	193.48	300.00
405.325 • Postage	1,100.00	2,500.00
405.341 • Advertisement	606.00	1,000.00
405.342 • Printing	1,189.80	500.00
405.450 • Contracted Services	15,848.42	7,800.00
408.130 • Engineering Fees	44,902.29	76,500.00
409.140 • Wages - General Govt Labor	129.78	
409.320 • Telephone	3,380.90	4,200.00
409.325 • Internet & Website	1,106.15	1,500.00
409.361 • Electricity	46,447.11	53,000.00
429.101 • JCJSA Shared Operator	95,486.66	102,000.00
429.140 • Labor	57,072.33	55,328.00
429.200 • Materials & Supplies	3,827.38	5,000.00
429.225 • Chlorine & Chemical Supplies	59,424.30	36,000.00
429.226 • Lab supplies for wwtp	230.13	

429.230 · Heating - Fuel Oil	1,940.40	1,000.00
429.260 · Purchase of Small Equipment	610.95	7,000.00
429.366 · Water Rent	791.05	1,000.00
429.367 · Lab Services	14,311.00	20,000.00
429.374 · Repair & Maint - Equip/Bldg	158,817.39	518,000.00
429.425 · Permits & Fees	1,210.00	1,000.00
429.440 · Uniform Purchase	475.78	400.00
429.451 · Sludge Disposal	91,354.98	55,000.00
429.650 · Inflow & Infiltration	6,429.82	5,000.00
462.120 · Community Development Director	544.80	
471.201 · 2021 Bond Issue - Principal	238,994.96	238,995.00
471.203 · 2018 G.O. Note - Principal	51,000.00	51,000.00
472.201 · 2021 Bond Issue - Interest	119,970.00	119,970.00
472.203 · 2018 G.O. Note - Interest	2,019.64	2,127.00
480.000 · Miscellaneous Expenditures	139.00	500.00
486.351 · Property Insurance	13,949.12	15,183.00
486.354 · Workers Comp Insurance	4,942.75	7,250.00
487.156 · Hospital & Major Med Insurance	92,741.94	97,500.00
487.161 · Social Security Match	7,880.31	8,927.00
487.162 · Unemployment Comp Insurance	1,365.54	4,103.00
487.163 · Medicare Match	1,843.03	2,088.00
487.164 · Education & Training	2,392.39	750.00
492.300 · Fund Transfer - Capital Reserve	12,500.00	12,500.00
Total Expense	1,195,198.65	1,557,809.00
Net Income	247,447.89	187,840.00

Borough of Spring Grove
Budget vs. Actual - Capital Reserve Fund
 January through December 2022

	Jan - Dec 22	Budget
Income		
392.010 · Fund Transfer - General Fund	12,500.00	12,500.00
392.040 · Fund Transfer - Refuse Fund	1,000.00	1,000.00
392.050 · Fund Transfer - Stormwater Fund	2,500.00	2,500.00
392.080 · Fund Transfer - Sewer Fund	12,500.00	12,500.00
Total Income	28,500.00	28,500.00
Expense		
471.201 · 2021 Bond Issue - Principal	5,319.94	5,320.00
472.201 · 2021 Bond Issue - Interest	393.84	394.00
Total Expense	5,713.78	5,714.00
Net Income	22,786.22	22,786.00

Borough of Spring Grove
Budget vs. Actual - Stormwater Fund
 January through December 2022

	Jan - Dec 22	Budget
Income		
361.350 • Stormwater Retention Fees ▶	32,438.50 ◀	4,000.00
383.160 • Stormwater Assessment	102,593.39	101,000.00
Total Income	135,031.89	105,000.00
Expense		
402.311 • Accounting & Auditing	925.00	1,750.00
404.130 • Legal Fees	1,125.00	1,500.00
405.120 • Salary - Manager	3,922.54	3,690.00
405.210 • Office Supplies	0.00	200.00
405.325 • Postage	900.00	1,200.00
405.341 • Advertisement	0.00	500.00
405.342 • Printing	158.17	750.00
405.450 • Contracted Services	749.41	6,300.00
405.740 • Major Purchases	0.00	78.00
408.130 • Engineering Fees	31,676.50	47,000.00
409.140 • Wages - General Govt Labor	3,620.10	5,208.00
446.372 • Stormwater Management	1,741.86	20,000.00
446.425 • Permits and Fees	1,000.00	1,000.00
462.120 • Community Development Director	12,940.64	14,163.00
480.000 • Miscellaneous Expenditures	0.00	100.00
487.161 • Social Security Match	1,247.70	1,430.00
487.163 • Medicare Match	291.86	334.00
487.164 • Education & Training	0.00	1,764.00
492.300 • Fund Transfer - Capital Reserve	2,500.00	2,500.00
Total Expense	62,798.78	109,467.00
Net Income	<u>72,233.11</u>	<u>-4,467.00</u>

Borough of Spring Grove
Budget vs. Actual - Highway Aid Fund
 January through December 2022

	Jan - Dec 22	Budget
Income		
341.000 · Interest Earnings ▶	527.88 ◀	160.00
355.050 · Liquid Fuels Tax Refund	67,479.99	63,381.00
Total Income	68,007.87	63,541.00
Expense		
433.200 · Signs - Material & Supply	317.25	2,000.00
433.370 · Signal - Repair & Maintenance	399.01	2,000.00
434.361 · Electric - Street Lights	42,891.89	40,200.00
434.372 · Street Light Repair	0.00	2,000.00
Total Expense	43,608.15	46,200.00
Net Income	24,399.72	17,341.00

C. Administrative Business

1) President

2) Mayor

A. Friendship Hose Company Report

Spring Grove Borough,

I am forwarding the December 2022 report from Friendship Hose Co #1 Membership Meeting.

Remember Fire Department Dinners and Bingo Thursday, Opening at 330 pm for dinners. Doors open for Bingo at 530 First game is at 645. And yes, we have room for more players. Please pass it along to your family, friends and neighbors. The membership is utilizing the Bailey's disinfecting solution to spray after bingo and all other functions to assist with COVID.

Bell tower lighting J Miller Electric presented the department to run electric over head to the Apparatus room, at a cost of 1100.00. The membership voted and approved the quote.

Kitchen our dinner specials have been doing very well.

The pie sale that the Fire Department held right before Thanksgiving was a huge success. We made 300 pies and we sold all but 7, the first day. The seven pies that were remaining were sold by 1030am the next morning.

Elections were held at November meeting, at the December meeting there was a motion brought to the membership to have two positions switched. Lt 4-1 will be Keith Kerchner and Captain will be Ryan Bankert. The motion was accepted and approved by the membership.

At the end of our meeting, President Auchey had brought back a tradition that was performed years ago that the December meeting they would hold a memorial service to honor those from our department, there were four members of the Ladies Auxiliary that past away this past year. Each name was read, and a memorial bell was sounded utilizing the refurbished bell beside the station.

Chief Report.

Our Department Responded to 24 calls for the month of October:

3 - Spring Grove Borough
 7 - Jackson Twp
 9 - North Codorus
 1 - East Berlin
 1 – West York
 1 – Paradise Twp
 1 – west Manchester Twp
 1 – Codorus Twp

November 2022 Reports attached.

Report of the treasury:

Beginning checking balance:	<u>14,097.84</u>
Receipts:	12,088.98
Expenses:	11,598.42
Ending Balance	<u>14,588.40</u>

Expenses:

Met ed –	706.60
Columbia Gas –	59.41
York water –	59.45
Trash –	242.85
Kitchen Supplies –	3,247.51
Operational –	2,378.36
Engine payment –	1,847.51
Building Maintenance	2,200.00
SG Borough	642.48
Rutters Fuel	214.25
Total Expenses -	<u>11,598.42</u>
Primary Savings –	3,207.43
Primary Checking –	14,588.40
Apparatus Checking -	44,827.54
Apparatus Fund Savings	25.70
Small games Checking –	11,286.81
Small Games Savings –	20.45

Investments –	239,519.27
Grand Total –	316,559.34

We are always looking for new members Active Firefighters Active social members to assist with functions as well as administrative positions. Anyone interested please feel free to contact Brent L. Auchey/ President Po box 64 Spring Grove Pa. 17362 fhco1sta4@gmail.com 717476-4871, Donations are also always needed and appreciated. Donations may be sent to Friendship Hose Company #1 P O Box # 64 Spring Grove Pa. 17362

Respectfully submitted,

Brent L. Auchey
President
Friendship Hose Co.#1
73 S. Main Street
PO Box 64
Spring Grove Pa. 17362
717-476-4871

B. York County Regional Police Department Report

a. Financial Report – October 2022 was not submitted.

b. Board Minutes – October 2022

**A PUBLIC MEETING
YORK COUNTY REGIONAL POLICE COMMISSION
OCTOBER 13, 2022**

A public meeting of the York County Regional Police Commission was held on Thursday, October 13, 2022, at the York County Regional Police Building, 33 Oak Street, York, PA 17402.

Those present were David Naylor, Commissioner, Kathleen Kerchner, Commissioner, Robert Kessler, Commissioner, Steven H. Gross, Jr., Commissioner, Paul Knepper, Commissioner, Rodney Sechrist, Commissioner, Timothy Damon, Chief of Police, Steven Hovis, Solicitor, and Tracy Fleming, Business Administrator.

Commissioner Naylor called the meeting to order at 6:00 pm.

Pledge of Allegiance.

PUBLIC COMMENT

There was no public comment.

CONTRACTING MUNICIPALITIES' COMMENTS

Commissioner Naylor asked the Contracting Municipalities if they had any comments regarding police services.

DALLASTOWN BOROUGH – No comments.

JACOBUS BOROUGH – No comments.

MANCHESTER BOROUGH – No comments.

MT. WOLF BOROUGH – No comments.

SPRING GROVE BOROUGH – No comments.

YOE BOROUGH – No comments.

APPROVAL OR AMENDMENT TO MINUTES OF SEPTEMBER 8, 2022

Commissioner Kessler made a motion to approve the minutes of the September 8, 2022, meeting, seconded by Commissioner Kerchner, motion carried.

APPROVAL OR AMENDMENT TO MINUTES OF SEPTEMBER 22, 2022

Commissioner Naylor made a motion to approve the minutes of the September 22, 2022, meeting, seconded by Commissioner Kerchner, motion carried.

CORRESPONDENCE/COMMUNICATIONS

There were no correspondence/communications to report,

FINANCIAL REPORT

Grants – Tracy Fleming stated there was nothing to report under grants.

Monthly Report – Tracy Fleming informed the Commissioners the remainder of the IIC surplus was received on October 12, 2022 for both Departments for a total of \$75,669.42.

Approval of Expenses for September 1, 2022 to September 30, 2022 - \$816,421.25

Commissioner Naylor asked for a motion to approve the expenses for September 1, 2022 – September 30, 2022 in the amount of \$816,421.25. A motion to approve the expenses was made by Commissioner Kerchner, seconded by Commissioner Kessler, motion carried.

Approval of General Reserve Fund Expenses for September 1, 2022 to September 30, 2022 - \$5,000.00

Commissioner Naylor asked for a motion to approve the expenses for September 1, 2022 – September 30, 2022 in the amount of \$5,000.00. A motion to approve the expenses was made by Commissioner Kerchner, seconded by Commissioner Kessler, motion carried.

Approval of York Area Regional Police Department MMO

Tracy Fleming presented the York Area Regional Police Department MMO to be approved by the Commission. Tracy Fleming explained the York Area Regional Police Department MMO was not presented at last month's meeting with the other MMOs because PMRS did not have the MMO information to us until September 29, 2022. Tracy Fleming reviewed with the Commissioners all the issues with PMRS. She stated when the MMO information was received on September 22, 2022, it was incorrect, and we were told not to use for our MMO calculation. Commissioner Naylor made a motion to approve the 2023 MMO for York Area Regional Police Department Uniformed Plan #67-919-7P in the amount of \$1,558,781.00, seconded by Commissioner Kerchner, motion carried.

SOLICITOR'S REPORT

Attorney Hovis said he had no action items. Attorney Hovis stated he had a litigation matter to report in executive session.

POLICE CHIEF'S REPORT

Chief Damon said he would like to present a new hire to the Commissioners. Chief Damon stated with the assignment of a second School Resource Officer at Red Lion Area School District there was a need to hire an Officer to replace the Officer that is now a School Resource Officer. Chief Damon introduced Jonathan Kane to the Commissioners. Jonathan Kane is a certified Police Officer in York County with approximately three years of experience and is a U.S. Marine veteran. Chief Damon said he has completed all the required testing to be appointed as a probationary Police Officer. Commissioner Kessler made a motion to appoint Jonathan Kane as a probationary Police Officer, seconded by Commissioner Kerchner, motion carried.

Chief Damon said his next presentation is to Albert Granholm. Chief Damon stated the plaque was completed to present to him for all his work with the York Area Regional Police Department and the York County Regional Police Department.

Chief Damon reviewed some of the monthly activities with the Commissioners. On September 2, 2022, there was an armed robbery in Dallastown Borough. The suspect has been arrested. On September 15, 2022 there was a strong-arm robbery and carjacking in York Township. The suspects were arrested in Baltimore County after a police pursuit. Then on September 21, 2022 there was a strong-arm robbery at a residence in Windsor

Township. This is still an active investigation. On September 25, 2022 there was a strong-arm robbery at a residence in York Township. The suspect has been arrested. On September 26, 2022 there was a retail theft by employee in York Township. The suspect has been arrested.

Chief Damon reminded everyone on Saturday there will be a Cornhole Tournament at the Dallastown Fire Company to support the Friends of the York County Regional Mounted Police. Then on Sunday the Department will be at the parade in the East Manchester Township area.

Chief Damon presented and discussed the 2023 Preliminary Budget with the Commissioners. Commissioner Kessler asked if there were any foreseeable grants in the future. Chief Damon stated the Department was approved for the Regional Police Assistance Grant. Chief Damon stated the RACP Grant has been submitted. Chief Damon said the Department is working with York Township on the Local Share Account Grant. Chief Damon informed the Commissioners the Department is working with four other Police Departments on the Local Law Enforcement Support Grant. Chief Damon stated the Grant Funds are not included in the budget. Commissioner Naylor stated the Commission would approve the budget at the November 10, 2022 Commission meeting.

Chief Damon advised the Commissioners on the Regional Policing Assistance Grant the Department is approved to purchase items. Chief Damon wanted to get the approval to purchase the items with the General Reserve funds. Chief Damon stated the Department needs to expend the money first then get reimbursed. The Commissioners agreed of this procedure. Chief Damon stated he does a quarterly report for reimbursement.

COMMISSIONER'S COMMENTS

Commissioner Gross stated the radio announcement for the Cornhole event on Saturday was very well done.

Commissioner Sechrist congratulated Tracy and all the people that work in the office for keeping this Department moving along. He appreciates all the work they do for the Department.

Commissioner Knepper wanted to acknowledge and thank former Commissioner Granholm for his contribution to this Department.

Commissioner Kessler said ditto to Commissioner Knepper's comment.

Commissioner Naylor said ditto to Commissioner Knepper's comment.

Commissioner Kerchner said ditto to Commissioner Knepper's comment. She stated former Commissioner Granholm was her mentor. Commissioner Kerchner thanked everyone that worked on the budget.

York County Regional Police Commission
Public Meeting
October 13, 2022

4

Commissioner Naylor made a motion to adjourn the meeting at 6:30 pm, seconded by Commissioner Kerchner, motion carried.

The Commission after adjourning the meeting went into executive session to discuss legal matters.

Respectfully submitted and recorded by,

Tracy L. Fleming

Tracy L. Fleming, CPA
Business Administrator

UPCOMING MEETING DATES

November 10, 2022

December 8, 2022

Others Present:

George McGee
Albert Granholm
Gary Milbrand
Greg Gruendler
Howard Daniels
Joyce Daniels
Jennifer Gunnet
Robert Steele
Dwight Hollenbach
Bryan Rizzo
Tobin Zech
Ken Schollenberger

2022

MONTH	PART I	PART II	MISC	ACC	INJ	FATAL	TRAFF CIT	SUMM CIT	ARREST MISD/FEL	ARREST JUV	POLICE SERVICE HRS	ADMIN HRS	RUNNING TOTAL
JAN	3	7	39	3	0	0	16	1	2	0	306.91	74.83	38.88
FEB	3	6	36	2	0	0	23	0	3	0	241.28	54.13	14.29
MAR	0	11	45	3	2	0	20	1	2	1	244.60	69.96	-71.15
APR	3	5	35	5	1	0	21	2	0	0	196.77	97.24	-97.14
MAY	1	5	50	13	1	0	19	0	0	1	191.47	90.28	-135.40
JUN	2	16	53	1	0	0	21	1	1	2	273.46	89.32	-92.63
JUL	5	9	60	4	0	0	26	1	5	2	366.56	116.58	10.51
AUG	1	4	38	4	0	0	30	0	4	1	239.86	100.04	30.41
SEP	2	4	30	3	0	0	10	0	1	1	274.31	122.81	27.53
OCT	2	8	43	0	0	0	4	0	2	1	191.20	100.01	-1.25
NOV													
DEC													
TOTAL	22	75	429	38	4	0	190	6	20	9	2546.42	915.20	

Addresses & Calls - Oct 2022 - Spring Grove Boro

67-22-10811	66427	PARKING COMPLAINT	10/1/2022	46	YORK AVE	
67-22-10817	66427	ANIMAL - LOST & FOUND	10/1/2022	414	SPRING FORGE DR	
67-22-10839	66427	ANIMAL COMPLAINTS - BARKING DOGS	10/1/2022	66 S	WATER ST	
67-22-10899	66427	ASSIST OTHER POLICE	10/3/2022	118 S	MAIN ST	2ND FL
67-22-10890	66427	MEDICAL EMERGENCY/AMBULANCE CALL	10/3/2022	48 W	HIGHLAND AVE	
67-22-10919	66427	PARKING COMPLAINT	10/4/2022	100 E	COLLEGE AVE	
67-22-10918	66427	ALARM - FALSE BURGLAR/ROBBERY - COMMERCIAL	10/4/2022	221 N	MAIN ST	
67-22-10982	66427	CHECK ON WELFARE OF PERSON	10/5/2022	420 N	MAIN ST	
67-22-10992	66427	CHECK ON WELFARE OF PERSON	10/6/2022	430 N	MAIN ST	
67-22-11024	66427	ALARM - FALSE BURGLAR/ROBBERY - COMMERCIAL	10/7/2022	221 N	MAIN ST	
67-22-11060	66427	DOMESTIC	10/8/2022	25 E	3RD AVE	
67-22-11094	66427	SUSPICIOUS PERSON-VEHICLE-ACTIVITY	10/9/2022	104 N	HIGH ST	
67-22-11091	66427	CHECK ON WELFARE OF PERSON	10/9/2022		MONOCACY TRL	
67-22-11142	66427	OFFENSES AGAINST FAMILY & CHILD	10/11/2022	E	3RD AVE	
67-22-11143	66427	ASSIST MOTORIST/DISABLE VEHICLE	10/11/2022	S	MAIN ST	
67-22-11160	66427	SUSPICIOUS PERSON-VEHICLE-ACTIVITY	10/11/2022	440 N	MAIN ST	
67-22-11169	66427	OPEN DOORS/WINDOWS - DISCOVERED	10/12/2022	149 E	COLLEGE AVE	
67-22-11194	66427	PROTECTIVE ORDERS - ALL OTHERS NOT ICC	10/12/2022	420 N	MAIN ST	
67-22-11171	66427	SUSPICIOUS PERSON-VEHICLE-ACTIVITY	10/12/2022	228 S	MAIN ST	
67-22-11179	66427	DISTURBANCE - OTHER (DISPUTE, FIGHT, D/C)	10/12/2022	29 N	MAIN ST	
67-22-11231	66427	SUSPICIOUS PERSON-VEHICLE-ACTIVITY	10/13/2022	149 E	COLLEGE AVE	
67-22-11310	66427	DRUGS-POSSES-MARIJUANA, ETC.	10/15/2022	N	MAIN ST	
67-22-11293	66427	ANIMAL COMPLAINTS - STRAY ANIMALS	10/15/2022	N	ELM AVE	
67-22-11342	66427	ASSAULT - OTHER DANGEROUS WEAPON	10/16/2022	440 N	MAIN ST	
67-22-11368	66427	CHECK ON WELFARE OF PERSON	10/17/2022	E	COLLEGE AVE	
67-22-11355	66427	LOST/MISSING PROPERTY	10/17/2022	502 N	MAIN ST	
67-22-11358	66427	BUILDING CHECK-VACATION, VACANT HOME	10/17/2022	210	SENECA WAY	
67-22-11347	66427	ALARM - FALSE BURGLAR/ROBBERY - COMMERCIAL	10/17/2022	500 N	MAIN ST	
67-22-11397	66427	ASSIST NYCRPD	10/18/2022	120 S	MAIN ST	
67-22-11384	66427	SUSPICIOUS PERSON-VEHICLE-ACTIVITY	10/18/2022	380 N	MAIN ST	
67-22-11426	66427	SUSPICIOUS PERSON-VEHICLE-ACTIVITY	10/19/2022	420 N	MAIN ST	
67-22-11428	66427	DOMESTIC	10/19/2022	227 W	CONSTITUTION AVE	
67-22-11489	66427	SUSPICIOUS PERSON-VEHICLE-ACTIVITY	10/20/2022	462 N	MAIN ST	
67-22-11552	66427	SUSPICIOUS PERSON-VEHICLE-ACTIVITY	10/21/2022	104 N	HIGH ST	
67-22-11562	66427	DRUGS-SALE/MFG-SYNTHETIC NARCOTICS	10/22/2022	N	MAIN ST	
67-22-11573	66427	DOMESTIC	10/22/2022	149 N	WALNUT ST	
67-22-11612	66427	ASSIST NYCRPD	10/23/2022		MAIN ST	
67-22-11727	66427	FRAUD	10/24/2022	210	HAUER TER	
67-22-11710	66427	SUSPICIOUS PERSON-VEHICLE-ACTIVITY	10/24/2022	E	CHURCH ST	
67-22-11691	66427	CHECK ON WELFARE OF PERSON	10/25/2022	154 E	CONSTITUTION AVE	
67-22-11679	66427	PROTECTIVE ORDERS - ALL OTHERS NOT ICC	10/25/2022	321 N	MAIN ST	
67-22-11747	66427	HARASSMENT VIOLATION	10/26/2022	462 N	MAIN ST	
67-22-11752	66427	WARRANT SERVICE	10/26/2022	14 S	EAST ST	
67-22-11808	66427	HARASSMENT COMPLAINT	10/27/2022	154 E	CONSTITUTION AVE	APT 3
67-22-11806	66427	FRAUD	10/27/2022	78 S	MAIN ST	
67-22-11786	66427	THEFT-\$200 & OVER-ALL OTHER	10/27/2022	567	MONOCACY TRL	
67-22-11870	66427	ALARM - FALSE BURGLAR/ROBBERY - COMMERCIAL	10/29/2022	502 N	MAIN ST	
67-22-11937	66427	SUSPICIOUS PERSON-VEHICLE-ACTIVITY	10/31/2022	51	YORK AVE	
67-22-11917	66427	PARKING COMPLAINT	10/31/2022	78 S	MAIN ST	
67-22-11954	66427	911 HANG UP	10/31/2022	210	CONESTOGA LN	
67-22-11929	66427	SUSPICIOUS PERSON-VEHICLE-ACTIVITY	10/31/2022	149 E	COLLEGE AVE	

C. Spring Grove Ambulance Report

3) Solicitor

4) Engineer's Report

Spring Grove Borough Council
Engineering Report – ARRO Consulting, Inc.
(November 2022 – For Presentation at the Regular December 2022 Borough Staff/Council Meeting)

Items in black are updates relative to previous monthly reports. Items in grey are reference information. Items for consideration by Council (action required) are in red.

Main Street Improvements:

- ARRO, the Borough, PennDOT and JVI had a meeting on August 1st regarding the pedestrian signal that is not working, the fence that is not connected on the retaining wall and the manhole lids.
 - PennDOT and JVI will be keeping the Borough informed on their progress to get the pedestrian signal operational. ARRO informed PennDOT and JVI that the push button on the east side of Main Street was not working.
 - JVI will work with the fence manufacturer to fix the fence on top of the retaining wall.
 - The Borough said they will take care of the manhole covers.
 - The Borough decided they would take care of backfilling around the fencing and the top of the retaining wall that was not completed by JVI per plans.
- The Borough will be looking into washing the concrete in the area of the car fire along Main Street and replacing the expansion joints.
- The Borough is working with Met Ed to get the existing street lights removed from the west side of Main Street.
- Some of the street light pole bases are being replaced after the Borough met with the subcontractor two weeks ago.
- PennDOT has completed an initial summary of funding and the final costs of the project.
- PennDOT is planning to close out the project soon.

Stormwater/MS4:

- MS4
 - Annual MS4 Report Submitted to PA DEP in September 2022.
 - ARRO had a meeting with Borough Staff to review 2022-2023 MS4 requirements and outline action items. A meeting in January is scheduled to assess program progress and review completed action items.
 - ARRO is providing a draft stormwater ordinance document based on the Model 2022 Ordinance, as required by the PA DEP. Members of Borough Council, Borough Staff, and the public are welcome to review and comment on the proposed document.
 - ARRO Provided a memo to Borough staff (manager and community development director) outlining MS4 responsibilities for 2021-2022 reporting year.
 - One major change to this year's program is that the Borough will be responsible for completing Outfall Inspections and BMP inspections. ARRO had provided oversight on these tasks and will meet with Borough staff before and after inspections are to be conducted.
 - ARRO has provided information for Borough staff regarding a potential PA DEP in person inspection/audit of the Borough's MS4 permit. The Borough has not been notified by PA DEP, however many municipalities in the region have been audited since the summer. It

is expected that PA DEP will continue to conduct audits at municipalities with MS4 permits. ARRO has provided Borough staff with information on how to prepare for an audit, what a typical audit consists of, and which properties the Borough should anticipate a site visit at by PA DEP.

- MCM 1 – Public Education and Outreach
 - ARRO has reviewed the Municipal website to ensure MS4 educational material availability.
 - ARRO has updated and delivered printed MS4 Educational materials to the municipal office.
 - ARRO will provide the Borough staff with stormwater related information for the public for the next quarterly newsletter.
 - ARRO developed an interactive map for the Borough's Stormwater page that will obtain credit for annual public education.
 - ARRO updated the Borough's public education and outreach plan for the 2021-2022 draft report.
 - ARRO has created documentation to assist the Borough in picking and working alongside potential stormwater partners.
- MCM 2 – Public Participation and Involvement
 - ARRO provided a brief presentation at the regular monthly meeting in April regarding the MS4 program and compliance.
 - ARRO and the Borough planned a stormwater update to be conducted at an April 2022 council meeting.
 - ARRO and the Borough discussed the feasibility of program credit for a public event in the Borough hosted by YCPC.
 - ARRO identified potential collaborative meetings in conjunction with the York County Stormwater Consortium.
- MCM 3 – Illicit Discharge Detection and Elimination
 - **No illicit discharges reported from the public.**
 - ARRO has reviewed the outfall mapping to ensure proper location and address information.
 - ARRO has scheduled additional inspections with Scott Miller on June 20th.
 - ARRO has drafted inspection reports based on the investigations performed by Scott Miller and Collin Fox of the BMPs and outfalls.
 - ARRO has performed outfall inspections with Scott Miller on May 20th.
 - ARRO has updated and reviewed the MS4 mapping documents.
- MCM 4 (Construction Stormwater)
- MCM 5 – Post-Construction Stormwater Management
 - ARRO has drafted inspection reports based on the investigations performed by Scott Miller and Collin Fox of the BMPs and outfalls.
 - ARRO has provided Scott Miller with language for the violation letter for the one BMP failed inspection.
 - ARRO and the Borough drafted letters to be sent to property owners with stormwater management facilities requesting annual maintenance records for 2022. Letters were sent to property owners. The Borough will compile submitted maintenance records and follow up with property owners that do not respond to the Borough's letters.
 - ARRO has reviewed the Borough of Spring Grove Stormwater Ordinance for compliance with 2022 requirements and is working to prepare the draft ordinance for review.
 - ARRO has performed BMP inspections with Scott Miller for May 20th.
 - ARRO to draft violation letter(s) to owners of non-compliant BMPs.
- MCM 6 – Good Housekeeping
 - ARRO updated the Borough's good housekeeping plan by adding standard operating procedures for the operation and maintenance of the stream restoration project (PRP).
 - ARRO evaluated the current state of the stream restoration project. Required maintenance will be documented and passed along to Borough staff for Spring 2022.
 - ARRO has updated the yearly Municipal Employee Training documentation and presentations.

- Hamlet Drive Stormwater
 - ARRO reviewed sketch plan and opinion of cost with the Borough and has prepared and submitted a revision for consideration by the Borough. Anticipated construction cost is approximately \$150,000.
- North Main Street Swale Improvement
 - The Borough Manager has been in contact with Kinsley regarding the swale at Spring Forge. Kinsley has been on site to determine short term needs and will be cleaning up the area and are also in the process of reviewing the plans ARRO sent over in terms of structural needs.
 - Discussion with Kinsley regarding collaboration between the Borough and Kinsley to improve the swale.
 - Funding would come from the York County Stormwater Consortium.
 - ARRO has prepared a preliminary plan and opinion of cost for the Borough's use in budgeting and discussion with York County and Kinsley regarding funding. The opinion of cost for construction is currently \$184,000 (includes an allowance for construction-phase engineering and observation).
- Development Reviews:
 - 530 Monocacy Trail:
 - At this time only administrative comments remain (i.e. record O&M agreement, pay stormwater facilities fee, pay stormwater maintenance fund).
 - 310 Greenwood Road:
 - At this time only administrative comments remain (i.e. record O&M agreement, pay stormwater facilities fee, pay stormwater maintenance fund).
 - 571 Monocacy Trail:
 - At this time only administrative comments remain (i.e. record O&M agreement, pay stormwater facilities fee, pay stormwater maintenance fund).
 - 532 Monocacy Trail:
 - At this time only administrative comments remain (i.e. record O&M agreement, pay stormwater facilities fee, pay stormwater maintenance fund).
 - 305 Greenwood Road:
 - At this time only administrative comments remain (i.e. record O&M agreement, pay stormwater facilities fee, pay stormwater maintenance fund).
 - 302 Greenwood Road:
 - At this time only administrative comments remain (i.e. record O&M agreement, pay stormwater facilities fee, pay stormwater maintenance fund).
 - 309 Greenwood Road:
 - At this time only administrative comments remain (i.e. record O&M agreement, pay stormwater facilities fee, pay stormwater maintenance fund).
 - 569 Monocacy Trail:
 - At this time only administrative comments remain (i.e. record O&M agreement, pay stormwater facilities fee, pay stormwater maintenance fund).
 - 567 Monocacy Trial:
 - At this time only administrative comments remain (i.e. record O&M agreement, pay stormwater facilities fee, pay stormwater maintenance fund).
 - 568 Monocacy Trial:
 - At this time only administrative comments remain (i.e. record O&M agreement, pay stormwater facilities fee, pay stormwater maintenance fund).
 - 218 Hauer Terrace:
 - At this time only administrative comments remain (i.e. record O&M agreement, pay stormwater facilities fee, pay stormwater maintenance fund).
 - 552 Monocacy Trail:

- At this time only administrative comments remain (i.e. record O&M agreement, pay stormwater facilities fee, pay stormwater maintenance fund).
- 528 Monocacy Trail:
 - At this time one technical comment and administrative comments remain (i.e. record O&M agreement, pay stormwater facilities fee, pay stormwater maintenance fund).
- 573 Monocacy Trail:
 - At this time only administrative comments remain (i.e. record O&M agreement, pay stormwater facilities fee, pay stormwater maintenance fund).
- 530 Monocacy Trail:
 - At this time only administrative comments remain (i.e. record O&M agreement, pay stormwater facilities fee, pay stormwater maintenance fund).
- 527 Monocacy Trail:
 - At this time only administrative comments remain (i.e. record O&M agreement, pay stormwater facilities fee, pay stormwater maintenance fund).
- 320 Greenwood Road:
 - At this time only administrative comments remain (i.e. record O&M agreement, pay stormwater facilities fee, pay stormwater maintenance fund).

Glenview Road and SR 116:

- ARRO continues to work with the Borough on looking for funding for this project.
- Sketch Plan submitted on January 28, 2021.
- PennDOT has agreed with the Traffic Study that was submitted and has asked that the Design Package be submitted.
- The Traffic Impact Study has been submitted to PennDOT as a warrant submission. The results of the study indicate a northbound left turn lane and a right turn lane are warranted and a southbound right turn lane is warranted. We are also recommending a southbound left turn lane be constructed so the northbound and southbound lanes mirror each other.

Sanitary Sewer Systems:

- North Loop Interceptor
 - ARRO is working with the Borough to prepare an application for the H2O grant. This grant, if awarded to the project, would help to pay for much of the inflation based increases in project cost and for increased project oversight.
 - ARRO is recommending that the Borough Council adopt a resolution for inclusion with the application. A draft of the resolution has been provided to Zach Gulden.
 - ARRO is working with the Borough and Borough Solicitor to secure construction easements for the project.
 - The DEP Water Quality Management Permit for construction of the interceptor has been issued.
 - ARRO has received approval from the York County Conservation District for the erosion and sediment control and construction-phase stormwater work.
 - The bidding documents were advertised on July 18th, 2022. Bidding is being managed on PennBid and will be opened on August 19th. Pre-Bid meeting was held at the Borough office on August 3rd.
 - Bids were opened on August 19th. Four bids have been received.
 - The lowest qualified bidder was Wexcon, Inc. for the initial contract price of \$617,225.00. Two award recommendation letters have been provided to Spring Grove Borough.
 - The first is for the entirety of the Phase I of the project for the initial contract price of \$617,225.00.
 - The second is to improve a section of Phase I consisting of the section between MH-90 and MH-83 for the initial contract price of \$407,170.00.

- ARRO is recommending that Borough Council award the lowest qualified bidder the contract for one of the two presented options.
 - ARRO has received the executed contract agreement from the Borough and Notice to Proceed has been provided to the contractor. Contract start date is set for October 5th, 2022.
 - ARRO has started reviews for shop drawing submittals provided by contractor. The contractor has not provided a schedule at this time. Construction activities are anticipated to start after beginning of new year (2023). ARRO is providing Construction Management for this project, including a pre-construction meeting held on November 1st, 2022. Meeting included review contract requirements, along with York County Conservation District requirements. Contractor has not provided a mobilization date for construction activities at this time.
 - The improvements will include approximately 2,600 LF of new 12-inch sewer main, as well as 17 manholes from the existing manhole, MH-93 south of Spring Valley Drive, to MH-72 between York Avenue and the Borough Park. These improvements will provide an increase in conveyance capacity of 63% to at least 1.25 MGD of flow from the North Loop collection system. Depending on the bids received, the scope of work for this first phase of construction may be limited.
 - Design drawings are effectively complete and ARRO has met with Borough staff to review and discuss the need for construction easements.
 - ARRO has submitted the Water Quality Management permit application package for PA DEP, which is required for construction of sewer interceptors.
 - ARRO has submitted the application for the NPDES permit for erosion and soil control during construction.
 - The total anticipated project cost is \$484,318; Borough was awarded a grant in the amount of \$411,669.
 - The improvements will include approximately 2,600 LF of new 12-inch sewer main, as well as 17 manholes from the existing manhole, MH-93 south of Spring Valley Drive, to MH-72 between York Avenue and the Borough Park. These improvements will provide an increase in conveyance capacity of 63% to at least 1.25 MGD of flow from the North Loop collection system.
- WWTTP Supernatant Holding Tank:
 - ARRO submitted an updated preliminary design plan and opinion of cost for construction (\$180,000; includes allowance for construction-phase engineering).
 - Awaiting additional direction from the Borough including need for proposal for final engineering services. ARRO will identify any potential funding sources as they arise.
 - WWTTP Operations:
 - ARRO continues to provide operations consulting assistance to the WWTTP operator.

GIS:

- ARRO continues to provide as-needed GIS support to Borough office staff and public works/maintenance staff.
- 250 Registered Users to date for Public Notification System.
 - Approximately \$6,000.00 saved since switching from Nixel based system to the Borough's current system.
 - The Borough's current balance for SMS notifications is \$93.89.
- ARRO will send e-mail's to previously registered landlords/property managers in the Borough with the 2023 rental property registration instructions in December 2022.
- ARRO provided Borough staff with a map of Borough parcels to confirm any parcels that should receive 2022 rental property registration instructions via standard mail.
- ARRO meeting with Borough Manager and staff on 7/18 to plan action items for the remainder of 2022.

- Anticipated items to discuss:
 - Moving document production for code enforcement and rental ordinance management from a software solution to a cloud-based solution.
 - Updating the Borough's rental ordinance workflows and registration/inspection forms.
 - Producing an automated backup program in the Borough's Microsoft online account. This program will backup all of the Borough's utility data that is stored in GIS format, as well as all of the data related to codes enforcement, rentals, and the public notification system.
- ARRO coordinated with YCPC regarding the County's live parcel layer in GIS. Earlier in 2022 ARRO imported the County's live parcel layer into the Borough's GIS system. This will reduce time spent by ARRO by negating the need to manually update the County's parcel data, previously done on a quarterly basis. The County has experienced issues migrating their data to a new cloud platform resulting in routine interruptions to the live parcel layer being utilized by the Borough. The County is hopeful this issue will be resolved in the near future and ARRO has downloaded a Q2 2022 physical layer as a backup.
- ARRO updated/corrected rental registrations that were incorrectly entered into the program.
- ARRO provided a training session for Scott Miller on how to use the Rental Property Management Dashboard to identify properties to be inspected, dates of inspections, and where the program displays addresses of properties that submitted registrations for 2021 but not for the year 2022.
- ARRO updated the failed rental property inspection report and letter format as requested by code enforcement staff.
- ARRO backed up the Borough's rental property and code enforcement databases (monthly; reoccurring)
- Borough Staff (i.e. Scott Miller) are now using the notification system effectively on their own.

Community Park – Phase 3:

- The project is currently on-hold while building permit comments are being addressed by Romtec. Testing is also being done for acceptance of excavated landfill materials to be transported off-site to a DEP approved landfill site.
- Commonwealth is currently reviewing the latest Romtec plan revisions. Once Building Permit has been issued, an updated schedule with the contractor to re-mobilize/continue work will be determined.
- Water and Sanitary sewer service laterals have been installed to new building location, while building foundation excavation has been started.
- Pay Application No.1 has been received by Shiloh Paving & Excavating for \$76,123.26. The Application has been reviewed and recommendation for payment has been provided for the amount submitted.
- Change Order No. 2 has been received by Shiloh Paving & Excavating for \$11,431.92. This change order is to load and haul trash laden spoils excavated from the site.
- ARRO is recommending acceptance of Change Order No.2 which will allow the contractor to handle removal and transport of landfill waste excavated from site in an effort to comply with PA DEP Waste Management practices.
- Shiloh Paving & Excavating has completed the removal of landfill waste soil stockpiles from the project site and has hauled materials to an approved dump site.
- ARRO has facilitated discussions with PA DEP Waste Management to obtain any required actions needed to continue construction activities for project. PA DEP requests that excavations where soil cap to landfill has been removed, that it's 2-ft. soil cap be reinstated during restorations.
- ARRO has made modifications to the stormwater management facilities to help limit exposure to landfill waste and additional work to haul off-site.

- ARRO is currently waiting on an updated schedule from the contractor for re-starting site activities. Schedule updates will be provided to Borough for review when provided. Anticipated that work will start back up by March 2023.
- ARRO is providing Construction Management for this project, including a pre-construction meeting held on July 20th, along with review of RFI's and shop submittals from the contractor. Work started on schedule on August 1st.
- ARRO has received the executed contract agreement from the Borough and a Notice to Proceed has been provided to the Contractor. Contract start date is set for August 1st, 2022.
- The project was advertised on PennBid the week of March 7th. A pre-bid meeting is scheduled for March 31st with a bid opening on April 11.
- Two bids received: Shiloh Paving & Excavating (\$496,060.00) and Kinsley Construction (\$577,981.00)
- Current funding totals approximately \$468,000.
- Project consists of a Concession/Restroom building, a Toddler Playground, Concrete Common Area, and Bituminous Path.

5) Zoning, Code, & Parking Enforcement Reports

Zoning Report

Borough of Spring Grove

Monthly Permit Report

Scott Miller
Zoning Officer, BCO

November 2022

<u>Date Issued</u>	<u>Owner Name</u>	<u>Property Address</u>	<u>Project Description</u>	<u>Estimated Cost</u>
11/1/2022	Jack Altland	161 N Water	Install Solar Panel on Roof	\$ 27,600.00
11/9/2022	Kevin Miller	36 S East Street	Hook-up 200 Amp Service to detached garage	\$ 2,800.00
11/10/2022	Borough of Spring Grove	205 E Railroad	205 E Railroad- Community Park	\$ 370,000.00
11/10/2022	Blue Mills Rentals	11-15 S Main Street	Stabilize and Rebuild front of Building	\$ 160,550.00
11/10/2022	Eric and Kelly Jackson	554 Monocacy Trail	Install pool, electric, patio, fence	\$ 167,097.00
11/16/2022	Travis and Claris Stouch	168 N Water Street	Restore Patio Surface with Concrete	\$ 25.00
11/21/2022	Jenna Lawrence	64 Roth's Church Road	Install Fence around backyard	\$ 6,700.00
11/28/2022	Spring Forge Development	556 Monocacy Trail	Build Two Story 2842ft2 Single Family Dwelling	\$ 200,000.00
11/28/2022	Spring Forge Development	527 Monocacy Trail	Build Two Story 2842ft2 Single Family Dwelling	\$ 200,000.00
11/28/2022	George Donovan	95 W Highland Ave	Install 16x16 Deck and Windows	\$ 24,025.00
11/28/2022	Spring Grove Area Library	101 Glenwood	Renovation work on Library	\$ 160,000.00
11/30/2022	Michael Shue	318 Greenwood	Step and Landing Area at Deck	\$ 6,677.00
11/30/2022	Norman Marks	3 N Water Street	Remove Oil Boiler and Install Natural Gas Boiler	\$ 9,500.00

Scott Miller

Code Enforcement Officer

Date Of Report: 12/5/2022**Monthly Summary****11/1/2022 To 11/30/2022**

Defendant/ Violator	Inspection Type	Address	Activity	Date	Letter Sent	Ticket Issued	Compliance Due
Initial Inspections							
Property Occupant	Public Complaint	76 S WATER ST, SPRING GROVE PA 17362	-Property Maintenance Violation (288)	11/7/2022	Yes	Yes	11/14/2022
	Public Complaint	149 N WALNUT ST, SPRING GROVE PA 17362	-Failed to apply for permit per 175- 11. You must apply for a permit to build a patio structure in the Borough per the Ordinance enclosed	11/11/2022		No	
Property Owner	Public Complaint	79 S WATER ST, SPRING GROVE PA 17362	-Property Maintenance Violation (288)	11/14/2022	Yes	Yes	11/18/2022
Property Occupant	Public Complaint	92 N WATER ST, SPRING GROVE PA 17362	-Exterior areas of property and premises are not in clean, safe, and sanitary condition (302.1, 304.1)	11/14/2022	Yes	No	12/19/2022
Yes	Public Complaint	70 WATER ST, SPRING GROVE PA 17362	-Exterior areas of property and premises are not in clean, safe, and sanitary condition (302.1, 304.1)	11/14/2022	Yes	No	12/20/2022
Property Owner	Borough Staff Observation	YORK RD, SPRING GROVE PA 17362	-Exterior areas of property and premises are not in clean, safe, and sanitary condition (302.1, 304.1)	11/29/2022	Yes	No	12/29/2022
Re-Inspections							

NOVEMBER 2022 - EXTERIOR CODE ENFORCEMENT

Initial Code Enforcement Inspections Performed - November 2022: 6

Code Enforcement Re-Inspections Performed - November 2022: 0

Properties Issued Code Violations - November 2022: 6

Quality of Life Tickets Issued - November 2022: 2

NOVEMBER 2022 - RENTAL PROPERTY MANAGEMENT

Rental Property Registrations (2022) Submitted - As of November 2022: 99

Rental Property Annual Registration Fee Paid - As of November 2022: 78

Tenant Surveys Submitted - As of November 2022: 1

Monthly Violation Summary

11/1/2022 To 11/30/2022

Violations	# of Violations
Exterior Structure	
Exterior areas of property and premises are not in clean, safe, and sanitary condition (302.1, 304.1)	3
Premises are not graded and maintained to prevent soil erosion and accumulation of stagnant water (302.2)	0
Sidewalks, driveways, stairs, etc. are in bad condition and are not free from hazardous conditions (302.3)	0
Premises and exterior property are not free from weeds or plant growth in excess of 5 inches (302.4)	0
Structures and exterior property are not free from rodent harborage (302.5)	0
Exhaust vents discharge directly upon adjacent properties (302.6)	0
Accessory structures are not structurally sound and are not in good repair (302.7)	0
Unoperated or unlicensed motor vehicles are stored on premises; One or more vehicles in a state of major disrepair or disassembly without permit (302.8)	0
Markings, carvings, or graffiti present on exterior property (302.9)	0
Swimming pools are not clean and are in bad condition if applicable (303.1)	0
Pools, hot tubs and spas containing water deeper than 24 inches are not secured by proper enclosure if applicable (303.2)	0
Exterior wood surfaces, masonry, siding, paint, metal surfaces, etc. are not free from deterioration and maintained weather resistance (304.2)	0
Improper front and rear premises identification if applicable (304.3)	0
Exterior structural members are the incorrect height, incapable of supporting loads, and in bad condition (304.4)	0
Foundation walls are not maintained plumb and have cracks (304.5)	0
Exterior structure is not structurally sound and not maintained weatherproof (304.6)	0
Roof, drains, gutters, and downspouts are in bad condition (304.7)	0
Decorative features are in bad condition with improper anchorage and in an unsafe condition (304.8)	0
Overhang extensions are in disrepair and improperly anchored (304.9)	0
Stairways, decks, porches, and balconies are not structurally sound and incapable of supporting the imposed loads (304.10)	0
Chimneys and towers are not maintained structurally safe and sound and not protected from deterioration (304.11)	0
Rental Inspection Violations	
Handrails and guards are not firmly fastened and capable of supporting imposed loads. (304.12)	0
Window, skylight, and door frames are not weather tight, and/or glazing materials have cracks or holes. (304.13, 304.13.1)	0
Openable windows are not easily opened or not held in position by window hardware. (304.13.2)	0
Insect screens are not present on windows or self closing doors, where required, from May1 - Oct1 not less than 16 mesh per inch. (304.14)	0
Exterior doors are in bad condition and not tightly secured by locks. (304.15)	0
Basement hatchways are not secured to prevent entrance of rodents, rain, and surface drainage water. (304.16)	0
Openable basement window is not secured by rodent shields, storm windows, or other approved protection. (304.17)	0
Doors to rented/leased/let units do not have a deadbolt with a lock throw of not less than 1 inch. (304.18.1)	0
Operable windows within 6 feet above ground level of rented/leased/let unit are not equipped with a window sash locking device. (304.18.2)	0

Basement hatchways to rented/leased/let unit are not equipped with devices to secure the unit from unauthorized entry.	0
Interior surfaces are in unsanitary condition and are not clean. (305)	0
Interior railings are not present, or are of incorrect height, or are incapable of supporting loads. (306)	0
A habitable space lacks any openable windows. (402, 403)	0
Bathroom/toilet room lacks a ventilation system or openable window. (403)	0
Kitchens do not have a passage of at least 3 feet. (404)	0
Shower, bathtub, lavatory, and/or kitchen sink are unsanitary and not in working condition. (502)	0
Plumbing fixtures are improperly installed or not in working order. Has obstructions, leaks, and/or defects present. (504)	0
Kitchen sinks, laundry facilities, bathtubs, and showers do not run both hot and cold water. (505)	0
Heat supply is unavailable in habitable rooms, bathrooms, and toilet rooms. (602)	0
Combustible material clearances not around mechanical equipment. (603)	0
Electrical system contains visible hazards. (604)	0
Laundry areas lack at least one ground fault receptacle. (605)	0
Bathroom lacks at least one receptacle. (605)	0
Unobstructed path of travel from any point in the building to the public way is not present. (702)	0
Smoke alarms are not on the ceiling or wall outside/immediate vicinity of each sleeping area. (704)	0
Smoke alarms are not installed on each room used for sleeping purposes, attic, and basement. (704)	0
Unit lacks at least one carbon monoxide detector if applicable. (SGB Ord 3-2008)	0
Unit lacks at least one operable fire extinguisher. (2-A: 10-B:C) (SGB Ord 3-2008)	0
Quality of Life Violations	
Air Pollution Violation (157)	0
Animal Violation (168)	0
Property Maintenance Violation (288)	3
Rental Property Violation (314)	0
Solid Waste Violation (331)	0
Sidewalk Violation (344)	0
Miscellaneous Violations	
Domestic pet running at large upon public streets or highways or upon public property not owned by domestic pet owner (168.2)	0
Domestic pet causing annoyance or discomfort to or disturbs the peace of the citizens, residents, or other persons lawfully in the Borough by barking, crying or causing any other unseemly noise; or makes any loud or harsh noise or disturbance with such frequency as to interfere with or disturb the peace/quiet. Presumption of disturbance (not required) if domestic pet causes loud or harsh noise for more than 1/2 hour (168.3)	0
Domestic pet owner allowing the pet to defecate upon any street, sidewalk, park, public space, or private property of another and not immediately cleaning it up (168.5)	0
Domestic pet owner allowing pet excreta to accumulate on any private or public property, including property owned by the owner of the animal (168.5)	0
Building or other activities without the required building and/or zoning permits.	0
Miscellaneous	1

Borough of Spring Grove Code Enforcement Report

Property Address: 76 S WATER ST, SPRING GROVE PA 17362

Property Owner: DIEHL Beverly

Inspection Date: 11/7/2022

Inspection Type: Public Complaint

VIOLATIONS:

-Property Maintenance Violation (288)

Comments: Lori, per our phone conversation this morning 11/7/22, the Borough of Spring Grove is giving your mother until Monday November 14th to have a professional extermination completed on 76 S Water Street. There have been numerous complaints of cockroaches.

Summary/Additional Comments:

Date by which Violations must be corrected: 11/14/2022

Letter Sent: Yes, Sent To Property Occupant

Quality of Life Ticket Issued? Yes, Sent To Property Occupant

Photo(s) Taken:

Borough of Spring Grove Code Enforcement Report

Property Address: 149 N WALNUT ST, SPRING GROVE PA 17362

Property Owner: YOST KAREN

Inspection Date: 11/11/2022

Inspection Type: Public Complaint

VIOLATIONS:

-Failed to apply for permit per 175-11. You must apply for a permit to build a patio structure in the Borough per the Ordinance enclosed

Summary/Additional Comments:

Date by which Violations must be corrected:

Letter Sent:

Photo(s) Taken:



Borough of Spring Grove Code Enforcement Report

Property Address: 79 S WATER ST, SPRING GROVE PA 17362

Property Owner: REAL ESTATE AGENT REF LLC

Inspection Date: 11/14/2022

Inspection Type: Public Complaint

VIOLATIONS:

-Property Maintenance Violation (288)

Comments: We do require a permit to replace the roof. You must apply for a permit at this time to avoid fines and court appearances. They are replacing the roof at this writing.

Summary/Additional Comments:

Date by which Violations must be corrected: 11/18/2022

Letter Sent: Yes, Sent To Property Owner

Quality of Life Ticket Issued? Yes, Sent To Property Owner

Photo(s) Taken:



Borough of Spring Grove Code Enforcement Report

Property Address: 92 N WATER ST, SPRING GROVE PA 17362

Property Owner: LORA MARLENY ALEXANDRA ESTRELL GUZMAN READDYN JOSE TEJADA

Inspection Date: 11/14/2022

Inspection Type: Public Complaint

VIOLATIONS:

-Exterior areas of property and premises are not in clean, safe, and sanitary condition (302.1, 304.1)

Comments: Per the Borough Ordinances, you are not allowed to accumulate large quantities of rubbish prior to pick-up day, which is Friday. This is a fineable offence. Please do not store rubbish in alley prior to pick-up.

Summary/Additional Comments:

Date by which Violations must be corrected: 12/19/2022

Letter Sent: Yes, Sent To Property Occupant

Photo(s) Taken:



Borough of Spring Grove Code Enforcement Report

Property Address: 70 WATER ST, SPRING GROVE PA 17362

Property Owner: STILES SHERRI L

Inspection Date: 11/14/2022

Inspection Type: Public Complaint

VIOLATIONS:

-Exterior areas of property and premises are not in clean, safe, and sanitary condition (302.1, 304.1)

Comments: Per the Borough Ordinances, you cannot store rubbish in the alley until pick-up day which is Friday. This is a fineable offence.

Summary/Additional Comments:

Date by which Violations must be corrected: 12/20/2022

Letter Sent: Yes, Sent To Yes

Photo(s) Taken:



Borough of Spring Grove Code Enforcement Report

Property Address: YORK RD, SPRING GROVE PA 17362

Property Owner: Kennies Markets

Inspection Date: 11/29/2022

Inspection Type: Borough Staff Observation

VIOLATIONS:

-Exterior areas of property and premises are not in clean, safe, and sanitary condition (302.1, 304.1)

Comments: Neighbors and Council Members complaining about the smell and presence of rats. Please have Waste Management bring a dumpster with lid cover.

Summary/Additional Comments:

Date by which Violations must be corrected: 12/29/2022

Letter Sent: Yes, Sent To Property Owner

Photo(s) Taken:



Parking Enforcement Report

No parking tickets were issued by staff for the month of November.

6) Recreation

- A. Spring Grove Regional Parks and Recreation Center Board Minutes – November 2022 to be presented at future meeting**
- B. Spring Grove Regional Parks and Recreation Center Financial Report – November 2022 to be presented at future meeting**

7) Committee Reports

Personnel Committee.

- Presentation by President Stauffer.

D. New Business

New Business Agenda Item #1: Consider hiring Nicolle Ruth as the Executive Assistant with a start date effective January 3, 2022, a rate of \$20.00 per hour, and an insurance stipend of \$12,000 per year if opting out of health/vision/dental benefits.

Presentation by Borough Manager.

Executive Assistant

Job Description:

The Executive Assistant is responsible for processing all revenues and expenditures for the Borough's approximate \$8.1 million-dollar yearly budget. This includes general office clerical work with emphasis on properly directing incoming phone calls and office visitors, maintaining accounting records necessary for the Borough to properly pay bills and keep track of the expenditure of budgeted funds, and provides secretarial support to the Borough Manager. Work requires balancing accounts using a computerized record keeping system (QuickBooks & CUSI), special assignments, and unusual problems are discussed with the Borough Manager. Work involves public contact to explain regulations and requirements, collect information, and relay instructions and directions. Employee is required to become familiar with duties of the Borough Manager for substitute and backup purposes. Projects and reports are reviewed in process by the Borough Manager. Most work should be performed independently without need for review and assistance.

Responsibilities:

In the role of Executive Assistant, the primary duties include:

- Performs all accounts receivable, accounts payable, banking, and payroll preparation functions, which includes journal entries into QuickBooks & CUSI software systems.
- Prepares biweekly payroll file and remits payroll taxes and reports.
- Monthly reconciliation of bank accounts and monitoring of bank activity.
- Accepts application, payments, and documents from the public and assists callers and visitors to the office by answering questions or directing the inquiry to the proper person.
- Assists with utility records such as customer files, billing, collecting payments, and processing delinquent accounts
- Prepares documents such as letters, memos, invoices, records, and reports as required for the Borough Manager and other Borough Officials.
- Establishes and maintains various files and records as necessary for Borough business.
- Answers questions from the public on various Borough programs and services.

- Provides clerical support for Borough sponsored community groups established to improve and promote the Borough.
- Sorts and distributes incoming mail.
- Transcribes minutes of Council and Committee meetings.
- Performs other duties as assigned by the Borough Manager.

Education / Skill Requirements:

- High school diploma;
- Two years' experience as a financial clerk, administrative assistant, office assistant, executive assistant, or other related field; OR
- Equivalent combination of experience and/or training.
- Municipal experience preferred.
- Experience with QuickBooks and CUSI is **strongly preferred**.
- Knowledge of English grammar, punctuation, and spelling.
- Knowledge of standard office procedures, practices, conduct, and actions necessary in maintaining harmonious working relationships
- Ability to proofread information for conformance with a prescribed pattern or form to assure the adherence to clerical office methods or for compliance with specific administrative or procedural rules.
- Ability to collect and organize material for reports by determining what available information should be included and presenting the information in a prescribed, organized format.
- Ability to compose straightforward informational correspondence such as transmittals or acknowledgments in reply to requests or questions about Borough procedures and services.
- Ability to make duly oriented decisions based on well-defined standard and precedents.
- Ability to learn the operation of specialized office machines.
- Ability to perform basic arithmetic calculations.
- Ability to learn and explain to others; regulations, restrictions, and standards which may be complex or subject to misinterpretation.
- Knowledge of bookkeeping principles and practices.
- Detailed knowledge of current versions of Microsoft Word and Excel.

Working Conditions:

- Regular office hours are 8:00 AM – 4:30 PM, Monday through Friday.
- Ability to work 7:00 AM – 5:00 PM, Monday through Thursday, from Memorial Day through Labor Day.
- Occasional evening and weekend attendance is required for meetings and special events.
- Work is generally performed in an office setting with a quiet environment.
- The employee may occasionally lift or move up to 25 pounds.

- The employee is required to use a computer, telephone, photocopier, and other related office equipment.

This job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

New Business Agenda Item #2: 2023 Smoke in the Grove discussion and action.

Presentation by Andrew Shaffer.

The attached proposal is from New Freedom Borough to purchase the supplies listed. Upon acceptance, New Freedom Borough will pay all additional costs associated with removal and transfer of supplies.

<u>ITEM(S)</u>	<u>DESCRIPTION</u>	<u>VALUE</u>
Electrical Service Panels	All approximately twenty electrical service panels, wire, splitters, and 50-amp cords.	\$3,150
Children's Games	All children's games, backstops, stands, tables, yard games, prizes, and game supplies.	\$400
People's Choice Supplies	All Cambro's, portion cups, Styrofoam containers, foil pans, steam tables, wash bins, table covers, utensils, and general supplies.	\$500
Slushy Machines	All slushy machines, repair supplies, cups, and storage containers.	\$2,400
General Event Supplies	Cotton candy machine, trophies, PayPal card readers, VIP area supplies, crowd control barriers, trash cans, coolers, pop up canopies, Blackstone grills, and general event signage.	\$1,050
Enclosed Trailer	Trailer, everything affixed, and spare tire. All transfer expense paid by buyer.	\$1,500
Total		\$9,000.00

New Business Agenda Item #3: Consider approval of Resolution 12-2022, which maintains the current tax rates for 2023.

**SPRING GROVE BOROUGH
YORK COUNTY, PENNSYLVANIA**

RESOLUTION 12-2022

**A RESOLUTION OF SPRING GROVE BOROUGH, YORK COUNTY, PENNSYLVANIA,
FIXING TAX RATES FOR THE FISCAL YEAR OF 2023; CONTINUING THE TAX ON
TRANSFERS OF REALTY WITHIN THE BOROUGH AND PROVIDING FOR
DISCOUNTS AND PENALTIES FOR PAYMENTS OF REAL PROPERTY AND PER
CAPITA TAXES**

WHEREAS, the Borough of Spring Grove, York County, Pennsylvania (the “Borough”) has determined to keep its tax rates for the fiscal year of 2023 the same as the tax rates the Borough established for the fiscal year of 2022; and

WHEREAS, Act 51 of 2019 authorizes the Borough to enact the tax rate for the Borough by Resolution, so long as the tax rates stay the same as the prior tax year; and

NOW, THEREFORE, BE IT RESOLVED and enacted by the Council of the Borough of Spring Grove, York County, Pennsylvania, as follows to wit:

SECTION 1: That a tax for general purposes for the fiscal year of 2023 be and the same is hereby levied on all property within the said Borough of Spring Grove, subject to taxation for Borough purposes, in the sum of six and zero one-hundredths (6.00) mills per annum of each dollar of assessed valuation.

SECTION 2: A Realty Transfer Tax for general revenue purposes is hereby ratified and imposed upon the transfer of real property or any interest in real property situate within the Borough of Spring Grove, York County, Pennsylvania, at the rate of one-half of one percent (1/2%) of value of real property or the interest in real property involved in such transfer, regardless of where the documents making transfer are made, executed or delivered, or where the actual settlements on such transfer took place; as authorized by the Tax Reform Code of 1971, Chapter

XI-D, Local Real Estate Transfer Tax, 72 P.S. §§8101-D, et seq., as amended, and the Local Tax Enabling Act, as amended. The same shall be collected by the York County Recorder of Deeds. If the correct amount of the realty transfer tax is not paid by the last date prescribed for timely payment under section 1102-C of the Tax Reform Code of 1971, 72 P.S. §8102-C, Spring Grove Borough, pursuant to section 1102-D of said Code, 72 P.S. §8102-D, authorizes and directs the Pennsylvania Department of Revenue to determine, collect and enforce the tax, interest thereon at the rate of ten (10%) percent per annum as authorized at 53 Purdon's Statutes §7143, and penalties. This tax is also imposed under and pursuant to the Realty Transfer Tax Ordinance of the Borough of Spring Grove, Article II, Section 362-18 of the Spring Grove Borough Code, as amended, and all of the terms and provisions thereof shall apply.

SECTION 3: All taxpayers subject to paying the taxes levied in Section 1 hereof shall be entitled to a discount of two (2%) percent from the amount of such tax upon making payments of the whole amount thereof within two (2) months after the date of the tax notice therefor. All taxpayers charged with the taxes established in Sections 1, 2 or 3 hereof who fail to pay the same in full within four (4) months after the date of the tax notice, which four (4) month term shall end no later than June 15th of the tax year, shall be charged a penalty of ten (10%) percent of the face amount of such tax, which penalty shall be added to the face amount of such tax by the tax collector and collected by the tax collector.

SECTION 4: It is the intention of the Borough Council that each Section or portion of any Section of this Ordinance shall be a separate provision and all shall be independent of all other provisions herein, and it is further the intention of the Borough Council that if any Section or portion of any Section shall be declared to be unconstitutional, invalid, illegal, or unenforceable by any Court of competent jurisdiction such decision shall not affect the validity of any of the remaining Sections or parts thereof of the Ordinance. It is hereby declared as a legislative intent that this Ordinance would have been enacted had such unconstitutional, invalid, illegal or unenforceable provisions not have been included herein.

SECTION 5: This Resolution and all provisions of this Resolution shall be and become effective on January 1, 2023.

RESOLVED AND ENACTED by the Council of the Borough of Spring Grove, York County, Pennsylvania, on December 19, 2022.

ATTEST:

THE BOROUGH OF SPRING GROVE

By: _____

By: _____

Zachary R. Gulden
Secretary

Rebecca J. Stauffer
President of Borough Council

APPROVED on this 19th day of December, 2022.

Beverly R. Hilt,
Mayor

New Business Agenda Item #4: Consider approval of Resolution 13-2022, which sets the wage and salary schedule for 2023.

**SPRING GROVE BOROUGH
YORK COUNTY, PENNSYLVANIA**

RESOLUTION NO. 13 - 2022

**A RESOLUTION SETTING COMPENSATION
FOR EMPLOYEES AND APPOINTED OFFICIALS OF THE BOROUGH**

WHEREAS, the Borough of Spring Grove (Borough) is a duly constituted and incorporated Borough of the Commonwealth of Pennsylvania; and,

WHEREAS, as a duly constituted Borough, the Borough is subject to the Borough Code, Act of February 1, 1996, P. L. (1965), as amended; and,

WHEREAS, pursuant to The Borough Code, Council is authorized to set compensation for employees and appointed officials,

NOW, THEREFORE, BE IT RESOLVED by the Council of The Borough of Spring Grove, York County, Pennsylvania, and it is hereby resolved as follows:

<u>POSITION</u>	<u>WAGE / SALARY</u>
MANAGER	\$85,000 / annual salary
DIRECTOR OF COMMUNITY DEVELOPMENT	\$58,350 / annual salary
EXECUTIVE ASSISTANT	\$20.00 / hr.
WASTEWATER TREATMENT PLANT OPERATOR:	\$28.96 / hr.
WASTEWATER PART-TIME OPERATOR	\$19.87 / hr.
PUBLIC WORKS' LABORER #1	\$25.43 / hr.
PUBLIC WORKS' LABORER #2	\$22.28 / hr.
PUBLIC WORKS' SEASONAL LABORER	\$17.15 / hr.
SOLICITOR	Per Diem
ENGINEERS	Per Diem
AUDITOR - C.P.A.	Per Diem
TRAVEL REIMBURSEMENT	FEDERAL IRS RATE

This Resolution shall be effective upon the first pay date on or after January 1, 2023.

RESOLVED this 19th day of December 2022.

ATTEST

SPRING GROVE BOROUGH COUNCIL

Zachary R. Gulden, Secretary

Rebecca J. Stauffer, President

BOROUGH SEAL

I approve the within Resolution.

Beverly R. Hilt, Mayor

New Business Agenda Item #5: Consider approval of Resolution 14-2022, which establishes the miscellaneous fee schedule for 2023.

**Borough of Spring Grove
York County, Pennsylvania
RESOLUTION NO. 14 - 2022
A RESOLUTION ADOPTING VARIOUS FEES**

WHEREAS, The Borough of Spring Grove has in the Code of the Borough of Spring Grove, in the Chapters and Subsections as listed in Schedule A, authorized the Borough Council, from time to time to set necessary fees by resolution; and

WHEREAS, the Borough of Spring Grove desires to set and modify fees;

NOW, THEREFORE, BE IT RESOLVED and it is hereby resolved by the Council of The Borough of Spring Grove, York County, Pennsylvania that the fees be set and fixed at the rates and amounts as set forth in Schedule A, attached hereto and incorporated herein. The new rates shall be effective January 1, 2023 and shall remain in place until modified by further Resolution.

RESOLVED this 19th day of December 2022

ATTEST:

SPRING GROVE BOROUGH COUNCIL

Zachary R. Gulden, Secretary

Rebecca J. Stauffer, Council President

BOROUGH SEAL

I approve the within Resolution.

Beverly R. Hilt, Mayor

Proposed changes are shown in red.

SCHEDULE "A"

(Resolution No. 14 - 2022)

CODE REFERENCE

SUB-SECTION	DESCRIPTION	FEE
175-22.B	Building Permits	See Attachment "A" Establishes fees for Zoning & UCC Building Permits
175-22.C	Removal of building or structure from one lot to another	
175-22.D	Removal of a building or structure to a new location within the same lot.	
175-22.E	Demolition (where the cost is more than \$500.)	
175-22.F.(2)	Sign-(including extended wall) (less than 250 sq.ft. in area)	
175-22.F(3)	Sign-Painted Wall	
175-22.F(4)	Signs-Outdoor Electric	
331-10	Refuse-Collection	\$68.00 per quarter \$3.00 per bag (in excess of maximum (4) four bag limit)
326	Sewer-Connection	\$20.00 \$50.00 per hookup for existing tapped in lines, otherwise, billed for actual costs for new hookups, in accordance with Resolution No. 8-2005
326	Sewer-Tapping Fee	\$3,300 per EDU in accordance with Resolution No. 8-2005
326-8.B.	Water shut off notice	\$25.00 per notice.
326-62.H	Grease Trap Permit Fees	\$50.00 initial permit fee \$50.00 per inspection and/or reinspection
344-16	Streets and Sidewalks (Excavation Permit.)	\$100.00 \$200.00 per permit with each cut requiring a separate permit \$75.00 \$100.00 per inspection \$25.00 \$50.00 per square yard degradation fee

350-81	<p>A. Subdivision & Land Development Plan Review Fees (Borough)</p> <p>B. Sketch Plan Review Fee</p> <p>C. York County Planning Commission Review Fees</p> <p>D. Plan Recording Fee</p>	<p>A. \$125.00 \$325.00 plus:</p> <ul style="list-style-type: none"> Comm. & Indust. Non-Residential - \$7.00/1000sq.ft. of floor area or fraction thereof. Residential - \$5.00/dwelling unit. <p>B. \$75.00 \$275.00 per plan</p> <p>C. Fees in accordance with most current York County Fee Schedule.</p> <p>D. \$25.00 per page</p> <p><i>*See also Resolution 2-2005 for other fees relating to Land Development and Subdivision Plans.</i></p>
362-8	Jukebox and Gaming Devices (Operator License)	<p>\$25.00 per jukebox</p> <p>\$100.00 per gaming device</p>
362-9	Jukebox and Devices (Distributor License)	\$100.00 per year
362-11	Replacement of License	\$5.00 \$20.00 each
375-19.G	Handicap Parking Space	\$50.00 (Non-Refundable)
400-54.D.1	Zoning & Conditional Use Hearing	\$750.00 \$850.00 (Non-Refundable)
400-54.D.1	Hearing Continuances	\$150.00 per case if requested by applicant.
339-34	Stormwater Management Fee	\$1.00 per square foot of new impervious surface
282-5	Peddling & Soliciting	<p>\$20.00 \$30.00 per year</p> <p>\$5.00 \$10.00 per operator or employee</p> <p>-No Fee for Non-profit Groups</p>
400-22.D.5	Garage / Yard Sales	No fee
314-23.A	Rental Code – License & Inspection Fee	\$100 \$125 for the first unit / \$50 \$75 for each additional unit
314-23.A	Rental Code Inspections-Violations, Change of Ownership, Re-inspection	\$50 per unit
314-23.B	Rental Code – Cancellation Fee	\$100 per unit

MISCELLANEOUS FEES	
DESCRIPTION	FEE
Photo Copies	For the first 50 pages - \$.25 per page For pages 56 through 100 - \$.15 per page For every page over 100 - \$.10 per page (per Resolution No. 14-2002)
Zoning Ordinance Book	\$ 20.00
Subdivision & Land Development Book	\$ 20.00 (if sold as a set - \$30.00)
Fax Services	\$ 1.00 (per 8½" X 11" sheet)
Code Book (<i>Ordinances</i>)	\$100.00
Recycling Bin - Replacement	\$ 5.00 \$20.00 each – 22 Gallon \$ 10.00 \$25.00 each – 32 Gallon
Insufficient Funds (Return Check Fee)	\$ 50.00
Colored Zoning Map	\$ 2.00
Underground Electric Line Location-(Spring Forge Development Phase I, IIA, IIB and III)	\$75.00 / New home construction

PUBLIC WORKS' FEES			
DESCRIPTION	HOURLY FEE ONE WORKER	HOURLY FEE TWO WORKERS	HOURLY FEE THREE WORKERS
General Labor (<i>1.5x for Saturday & 2x for Sunday</i>)	\$52.00 \$54.60	\$105.00 \$110.25	\$125.00 \$131.25
Street Sweeping (<i>1.5x for Saturday & 2x for Sunday</i>)	\$105.00 \$110.25	-	-
Leaf Collection	-	-	\$155.00 \$162.75
Catch Basin Cleaning	\$105.00 \$110.25	\$155.00 \$162.75	\$175.00 \$183.75
Mowing & Trimming Services	\$70.00 \$73.50	\$130.00 \$136.50	\$150.00 \$157.50
Tractor Use	\$70.00 \$73.50	-	-

All Public Works' fees have been increased by 5%

ATTACHMENT "A"

(Resolution No. 14 - 2022)

ZONING PERMITS	
DESCRIPTION	FEE
Zoning Permits:	\$50.00
Without Stormwater Review	\$25.00
Permits Requiring Stormwater Review (less than 1,000 square feet)	Additional - \$25.00
Permits Requiring Stormwater Review (over 1,000 square feet)	Additional - \$100.00
Zoning Reinspection: This fee is required for each additional zoning reinspection, which is the result of a failed initial inspection	\$30.00
Zoning Use Certificate	\$10.00

UCC PERMITS	
DESCRIPTION	FEE
Building Permit (New Construction):	
Residential - 0 - 500 square feet	\$125.00 \$175.00
500 - 1000 square feet	\$250.00 \$300.00
1000 - 2000 square feet	\$375.00 \$425.00
2000 - 3500 square feet	\$550.00 \$600.00
3501 square feet or more	\$.25 per square foot*
Commercial -	\$150.00 \$200.00 plus \$.25 per square foot of floor area
Permits Requiring Stormwater Review (over 1,000 square feet) (Funds held for engineer review and approval)	Additional - \$750.00

*square feet are calculated on total foot print of the structure	
Building Permit (Minor Permit / Repair / Replacement / Renovations)	\$50.00 \$75.00
Permits Requiring Stormwater Review (<i>over 1,000 square feet</i>)	Additional - \$100.00
UCC Section 703 Fee (Commonwealth Training Fund)	\$4.00 \$4.50 per building permit
Annual Permit (Qualified Industry Only)	\$500.00 per calendar year
Swimming Pools (24" or deeper)	\$50.00 \$75.00
Demolition of Structure	\$50.00 \$75.00
Certificate of Occupancy (C of O) (1 Inspection)	\$30.00
Reinspection of C of O (Due to failure of 1st inspection)	\$30.00
Permit Extension (If grantable) 6 Month Maximum	50% of original permit fees
Sign Permits: Illuminated—Permanent Non-Illuminated—Permanent Non-Illuminated—Temporary	\$100.00 per sign \$30.00 per sign \$20.00 per sign

PENALTY FEES

Failure to obtain a permit prior to the start of construction or knowingly misrepresenting the cost of construction or other information shall result in double permit fees. Payment of penalty fees does not waive the right of the municipality to pursue any other remedies or penalties under the provisions of the PA UCC or municipal ordinances.

New Business Agenda Item #6: Consider approval of Resolution 15-2022, which establishes the sewer rates for 2023.

RESOLUTION NO. 15-2022

**SPRING GROVE BOROUGH
YORK COUNTY, PENNSYLVANIA**

**A RESOLUTION PERTAINING TO CHAPTER 326 OF THE CODE OF
THE BOROUGH OF SPRING GROVE FOR QUARTERLY SEWER
RATES**

WHEREAS, the Borough of Spring Grove (Borough) is a borough governed by the Borough Code; and

WHEREAS, pursuant to the authority of the Borough Code, the Borough operates a sanitary sewer treatment and collection system; and

WHEREAS, pursuant to the Code, the Borough charges sewer rents for usage in the Borough, which are set out in Chapter 326; and

WHEREAS, the Borough desires to amend its quarterly sewer rents:

NOW, THEREFORE, BE IT RESOLVED by the Council of The Borough of Spring Grove, York County, Pennsylvania, and it is hereby resolved as follows:

The sewer rents set forth in § 326-3.B., relating to rates for residential use is as follows:

- A. In subsection B.(2), the amount “\$170.63” shall be effective for the next calendar year.
- B. In subsection B.(3), the amount of “\$10.50” shall be effective for the next calendar year.

The sewer rents set forth in § 326-3.C., relating to rates for light commercial use is as follows:

- A. In subsection C.(2), the amount “\$253.05 shall be effective for the next calendar year.
- B. In subsection C.(3), the amount of “\$12.60” shall be effective for the next calendar year.

The sewer rents set forth in § 326-3.D., relating to rates for heavy commercial use is as follows:

- A. In subsection D.(2), the amount "\$346.50" shall be effective for the next calendar year.
- B. In subsection D.(3), the amount of "\$20.74" shall be effective for the next calendar year.

The sewer rents set forth in § 326-3.E., relating to rates for industrial use is as follows:

- A. The amount "\$43.05" per employee remains effective for the next calendar year.

This Resolution shall be effective January 1, 2023, for all bills dated on or after that date.

RESOLVED this 19TH day of December 2022

ATTEST:

SPRING GROVE BOROUGH COUNCIL:

Zachary R. Gulden Secretary

Rebecca J. Stauffer, Council President

BOROUGH SEAL

I approve the within Resolution.

Beverly R. Hilt, Mayor

New Business Agenda Item #7: Consider approval of Resolution 16-2022, which establishes the stormwater management assessment rate for 2023.

SPRING GROVE BOROUGH

YORK COUNTY, PENNSYLVANIA

RESOLUTION NO. 16-2022

**A RESOLUTION AMENDING THE ESTABLISHED STORMWATER
ASSESSMENT CHARGE**

WHEREAS, the Borough of Spring Grove (Borough) is a duly constituted and incorporated Borough of the Commonwealth of Pennsylvania; and,

WHEREAS, as a duly constituted Borough, the Borough is subject to the Borough Code, Act of February 1, 1996, P. L. (1965), as amended; and,

WHEREAS, the Borough Council of the Borough has enacted a Stormwater Assessment Ordinance requiring a stormwater assessment for all parcels within the Borough;

WHEREAS, the Borough Council now wishes to amend that assessment:

NOW, THEREFORE, BE IT RESOLVED by the Council of The Borough of Spring Grove, York County, Pennsylvania that the Stormwater Management and Assessment Ordinance be amended as follows:

Section 3.a Replaced with the following:

The Stormwater Assessment for one ERU shall be set at a rate of \$25.00 per quarter.

RESOLVED this 19th day of December 2022

ATTEST:

SPRING GROVE BOROUGH COUNCIL

Zachary R. Gulden, Secretary

Rebecca J. Stauffer, Council President

BOROUGH SEAL

I approve the within Resolution.

Beverly R. Hilt, Mayor

New Business Agenda Item #8: Consider approval of the 2023 budget.

New Business Agenda Item #9: Consider approval of Resolution 17-2022 authorizing the submission of a H2O Grant from the Commonwealth Financing Authority in the amount of \$208,518.00 for the North Loop Interceptor Upgrade Project.

RESOLUTION NO. 17-2022

**SPRING GROVE BOROUGH
YORK COUNTY, PENNSYLVANIA**

Be it RESOLVED, that the Borough of Spring Grove of York County, Pennsylvania, hereby requests an H2O grant of \$208,518.00 from the Commonwealth Financing Authority to be used for the North Loop Interceptor Upgrade Project.

Be it FURTHER RESOLVED, that the Applicant does hereby designate Zachary Gulden, Borough Manager as the official to execute all documents and agreements between the Borough of Spring Grove and the Commonwealth Financing Authority to facilitate and assist in obtaining the requested grant.

I, Zachary Gulden, duly qualified Secretary of the Borough of Spring Grove, York County, Pennsylvania, hereby certify that the forgoing is a true and correct copy of a Resolution duly adopted by a majority vote of the Borough Council at a regular meeting held December 19, 2022 and said Resolution has been recorded in the Minutes of the Borough of Spring Grove and remains in effect as of this date.

IN WITNESS THEREOF, I affix my hand and attach the seal of the Borough of Spring Grove, this 19th of December, 2022.

ATTEST:

SPRING GROVE BOROUGH COUNCIL

Zachary Gulden, Secretary

Rebecca J. Stauffer, President

BOROUGH SEAL

I approve the within Resolution.

Beverly R. Hilt, Mayor

New Business Agenda Item #10: Consider approval of the holiday calendar for 2023.***BOROUGH OF SPRING GROVE*****2023****HOLIDAY CALENDAR**

<u>Day of Week</u>	<u>Day Observed</u>	<u>Holiday</u>
Monday	January 2nd	New Year's Day(<i>observed</i>)
Monday	January 16th	Martin Luther King Jr. Day
Friday	April 7th	Good Friday
Monday	May 29th	Memorial Day
Monday	June 19th	Juneteenth
Tuesday	July 4th	Independence Day
Monday	September 4th	Labor Day
Monday	October 9th	Columbus Day
Friday	November 10th	Veterans Day
Thursday	November 23rd	Thanksgiving Day
Friday	November 24th	Thanksgiving Friday
Monday	December 25th	Christmas Eve Day (<i>observed</i>)
Tuesday	December 26th	Christmas Day (<i>observed</i>)
Friday	December 29th	New Year's Eve (<i>observed</i>)

New Business Agenda Item #11: Consider authorizing advertisement of the 2023 meeting notice.

NOTICE

**2023 MEETING SCHEDULE
SPRING GROVE BOROUGH**

Notice is hereby given that the Spring Grove Borough Council, Planning Commission, and Zoning Hearing Board will meet on the following dates in 2023 at the location listed, beginning at 7:00 P.M.*

- BOROUGH COUNCIL** – Municipal Building, 1 Campus Avenue, Spring Grove, PA
3rd Monday of each month; except for October which will meet on
the 3rd and 4th Mondays and the 4th Wednesday at 6:00 PM.
- PLANNING COMMISSION** - Municipal Building, 1 Campus Avenue, Spring Grove, PA
1st Thursday of each month, as needed.
- ZONING HEARING BOARD** - Municipal Building, 1 Campus Avenue, Spring Grove, PA
4th Thursday of each month; except November and December
which will meet on the 3rd Thursday, as needed.

If any person with a disability wishes to request that special accommodations be made by the Borough to attend any of the above stated meetings, they are asked to contact Zach Gulden, Borough Manager, at 717-225-5791 at least 24 hours in advance.

New Business Agenda Item #12: Consider appointing Michael Treadway to the Planning Commission with a term of December 19, 2022 – December 19, 2026.

E. Old Business

F. Correspondence and Other Business

YCRTA – Hosier Lane paving project.

ADDRESS
P. O. Box 335
Seven Valleys, PA 17360

TELEPHONE
(717) 428-0999

EMAIL
info@yorkcountyrailtrail.org

WEB SITE
www.yorkcountyrailtrail.org

MEMBERS

Frank Kempf
Chairman

Position vacant
Vice-chairman

Albert Gleichauf
Treasurer

Position vacant
Secretary

Silas Chamberlin
Sharon Dorn
Melanie Playdon
CJ Weigle
Brandon Wingert
Ann Yost

AWARDS

PA Wildlife Federation
Conservation Organization
of the Year
(2000)

National Coalition of
Recreational Trails
Engineering of HRTCP
(2000)

Rails-to-Trails Conservancy
and American Society of
Landscape Architects
Design of Bridges & Tunnel
(2003)

American Trails Association
State Trail Worker Award
Carl Knoch
(2004)

PA Recreation & Park Society
Local Governmental Award
(2005)

National Park Service and
National Rails-to-Trails
Conservancy
HRTCP
(2008)

PA Tourism Office
Keystone Society Award
Carl Knoch
(2010)

PA DCNR
Trail of the Year
Rails-to-Trails Conservancy
Hall of Fame
Heritage Rail Trail Co Park
(2015)

10,000 Friends of PA
Heritage Rail Trail
Redevelopment
(2017)



December 1, 2022

Borough Manager
Spring Grove Borough
1 Campus Ave.
Spring Grove, PA 17362

Dear Sir:

York County Rail Trail Authority requests that the Borough of Spring Grove enter into a Memorandum of Understanding regarding the recent improvements made to Hosier Alley. These improvements were previously reviewed and agreed upon by Borough staff to provide a pathway connection from Borough Park and the Borough's streetscaping improvements to the Hanover Trolley Trail. The improvements were completed in June 2022 as part of the newest extension of the Hanover Trolley Trail.

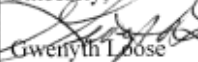
Enclosed please find two copies of the Memorandum of Understanding signed and attested by officers of the York County Rail Trail Authority.

We respectfully request that both copies be signed, attested, and sealed by appropriate Borough officials. Retain one copy for your records, and return one copy using the enclosed envelop.

You may contact our office as listed on the left should you have any questions or concerns regarding this agreement.

We look forward to continue to work with Spring Grove Borough as we provide local residents with exceptional facilities for walking, jogging, cycling, and enjoying the outdoors.

Sincerely,


Gwenthyn Loose
Executive Director



RECEIVED

DEC 05 2022

SPRING GROVE BOROUGH

Memorandum of Understanding

This Memorandum of Understanding by and between **York County Rail Trail Authority** ("YCRTA"), a municipal authority incorporated under the Pennsylvania Municipal Authority's Act of 1945, at 2433 Seven Valleys Road, PO Box 335, Seven Valleys, PA 17360, and **Spring Grove Borough**, at 1 Campus Avenue, Spring Grove, Pennsylvania 17362 ("MUNICIPALITY") made this ____ day of _____, 2022 follows.

WHEREAS, the MUNICIPALITY maintains a borough park and connector trail ("FACILITIES") adjacent to the TRAIL; and

WHEREAS, YCRTA, and MUNICIPALITY acknowledge mutual benefits to making improvements to the FACILITIES, specifically limited to the connector path and areas immediately adjacent to the connector path, and are desirous of specifying their individual ongoing responsibilities and obligations with respect to such improvements as more fully described herein; and

NOW THEREFORE, in consideration of the mutual promises contained herein, YCRTA, and the MUNICIPALITY agree as follows:

YCRTA will assume responsibilities for the construction of the improvements to the FACILITIES.

MUNICIPALITY will assume responsibilities for the maintenance of all improvements to the FACILITIES.

MUNICIPALITY will continue to provide public access between the TRAIL and borough park via improved area and the FACILITIES.

The public shall have non-motorized access to the TRAIL.

ENTIRE AGREEMENT

This agreement constitutes the entire AGREEMENT and there are no other understandings, oral or written, relating to the subject matter hereof.

AMENDMENT

This agreement shall not be amended or altered except by writing duly approved by and signed on behalf of YCRTA and the MUNICIPALITY.

GOVERNING LAW

This agreement shall be governed by the Laws of the Commonwealth of Pennsylvania.

CONTACTS

For YCRTA: Executive Director, PO Box 335, Seven Valleys, PA 17360

For MUNICIPALITY: *Manager, Spring Grove Borough, 1 Campus Ave., Spring Grove, PA 17362*

IN WITNESS WHEREOF, the parties hereto have hereunto set their hands and seals.


ATTEST:


Signature

Albert Gleichauf, Treasurer
Printed Name & Title

Seal:

YORK COUNTY RAIL TRAIL AUTHORITY

By: 
Signature

Frank Kempf chairman
Printed Name & Title

ATTEST:

Signature

Printed Name & Title

Seal:

BOROUGH OF SPRING GROVE, York County, PA

By: _____
Signature

Printed Name & Title